Working with WordPerfect on the Apple IIGS

Scott, Foresman Apple Computer Books

Beverly B. Zimmerman *and*
S. Scott Zimmerman

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S. Scott Zimmerman

Scott, Foresman and Company

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Preface

Our goal in writing this book is to provide a clear, up-to-date, and complete guide to word processing with WordPerfect for the Apple IIGS. We have provided everything the writer or typist needs to start using a word processor—from setting up the WordPerfect system to configuring the printer. We have included step-by-step explanations of almost all of WordPerfect's many features—from simple cursor movement commands to complex applications of macros and merges. We have given real-life examples—from drafting simple letters to writing lengthy reports, from automating contracts to creating scientific manuscripts.

We have organized the book into four parts, each of which provides explanations and examples of a particular aspect of word processing:

Chapters 1–3 are an introduction to the WordPerfect software, the Apple IIGS hardware, and ProDOS (the Professional Disk Operating System). If you are an experienced computer user and already have WordPerfect up and running on your system, you may want to skip this section. You should, however, read through the all the Appendixes, since they contain information for the expert as well as for the novice.

Chapters 4–11 give a step-by-step explanation of everything you need for writing letters and other simple documents using WordPerfect. In fact, these chapters explain WordPerfect functions and procedures you will use in eighty to ninety percent of your writing projects.

Chapters 12–18 cover essential information for writing manuscripts of greater length and complexity, including business and scientific reports. Even if you are an experienced WordPerfect user, you should read these chapters. They contain details that will help you become a more proficient and productive typist or writer.

Chapters 19–23 provide advanced business applications of WordPerfect using the powerful features of macros and merges. After working through the examples, you will be able to automate much of your office correspondence and other written communication.

This book covers WordPerfect for the Apple IIGS versions 2.0 and 2.1. Most of the information will apply to future versions as well, since the basic design of the program and the user interface are not likely to change significantly.

Our many years of using and teaching word processing have inspired the approaches and examples in this book. We have taught word processing in general and WordPerfect in particular to many people—teenagers, secretaries, homemakers, lawyers, physicians, educators, and business leaders. These people in turn have expressed to us their joys and their frustrations in learning word processing. We hope that this book will increase your joys and minimize your frustrations in using WordPerfect.

We acknowledge the fine service of the Professional Books Group of Scott, Foresman and Company: Amy Davis (our supportive editor), Roger Holloway, Sybil Sosin, Diane Beausoleil, and others.

We give a special thanks to Dale Taylor, Manager of the Apple IIe, IIc, and IIGS Development Group at WordPerfect Corporation, for reading the entire manuscript and making many helpful suggestions. Dale also kindly provided us with his screen-capture desk accessory, which we used to prepare most of the figures in this book, and provided us with much of the technical information given in the Appendixes.

Beverly B. Zimmerman
S. Scott Zimmerman
Orem, Utah

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Working with WordPerfect on the Apple IIGS

Chapter 1

Using a Word Processor

WHERE WRITING MEETS HIGH TECH

A WRITER'S DREAM OR NIGHTMARE?

LUXURY OR NECESSITY?
- Questionnaire: Do You Need a Word Processor?

THE TRUTH AND MYTH OF SAVING TIME

EMPLOYING WORDPERFECT

A BEST-SELLER

REACHING FOR PERFECTION
- Easy to Learn
- Full Featured
- Versatile
- Efficient
- Programmable
- Screen Oriented
- Well-Supported

TOO MUCH OF A GOOD THING?

IMPROVING ON PERFECTION

Nowhere is our nation's heralded emergence into the Information Age more apparent than in the use of the computer in written communication. Ten years ago, the term "word processor" was rarely used and even more rarely understood. Now, as a result of the widespread acceptance of the personal computer, the term is part of our everyday vocabulary: the help-wanted section of the newspaper lists word processing skills as required for secretaries; television ads declare the skills essential for college students; and Keyboarding and Word Processing have replaced Type I and Type II in our children's curriculum. The term has even found its way into our favorite comic strips.

WHERE WRITING MEETS HIGH TECH

What was once a tremendous capital outlay ($15,000–$20,000 for a "dedicated" word processing machine) is now a modest purchase (under $2,000 for a personal computer, which can do word processing and perform other functions as well). Indeed, word processing is a primary force in the validation of the personal computer as "the tool" rather than "the toy." Homes as well as businesses now find that using the personal computer for word processing is an efficient and cost-effective approach to their written communication needs.

Computer word processing systems are composed of two parts: hardware and software. The hardware consists of the computer system, which includes the keyboard, monitor (or display screen), disk drives, and printer. The software consists of programs (on the disks) which tell the computer system what to do. For example, WordPerfect is the software that tells your Apple IIGS computer to do word processing.

The software must be able to communicate with the hardware. The software program WordPerfect for the Apple IIGS will run only on an Apple IIGS with at least 512 Kb of memory (which means the computer can contain about 512,000 characters of information). Moreover, WordPerfect must support your printer as well. See Appendix C, "Using Your Printer."

A WRITER'S DREAM OR NIGHTMARE?

The dream of all writers—whether an author creating a manuscript, a secretary typing a memo, a college student composing a term paper, or a homemaker writing a letter—is to produce clean, error-free text . . . quickly.

A word processor can fulfill that dream. It modifies, corrects, and revises with little effort. It corrects spelling, adjusts margins, inserts or erases passages—all at the touch of a key. It centers headings and aligns columns with ease. And smeared carbon copies, erratic margins, and misplaced page numbers are gone forever!

But word processing, like any new technology, is a mixed blessing. Computers are intimidating to the uninitiated. Many typists are reluctant to leave the comfort of old familiar ways for new skills and new terminology. Writers resent the time and effort needed to learn a full-powered word processing system. Access to a spelling checker and thesaurus, for example, does not assure their use.

Computer instruction manuals and software documentation are often difficult to understand. The user is caught in an avalanche of jargon and technical details. WordPerfect's manual, which represents the best in "user friendly" guidebooks, contains over 500 pages.

Learning word processing, like mastering any new skill (e.g., bowling or driving a car), is possible only through step-by-step progression, patience, and practice.

LUXURY OR NECESSITY?

The prospect of expending a good deal of time (and a significant amount of money) seems incongruent with the idea that a word processor will save time (and money). Where is the break-even point? When is word processing an unnecessary frill and when is it a necessity? Obviously, for people who have few writing needs or won't take the time to learn word processing, a word processor is a luxury. For those who write frequently and are willing to invest the initial learning time, a word processor is an absolute necessity.

If you are uncertain about whether or not you really need a word processor, this questionnaire may help:

Questionnaire: Do You Need a Word Processor?

Answer each of the following questions with the appropriate number:

3 = three or more times a week
2 = about once a week
1 = about once a month
0 = never

How often do you (or would you like to):

Write or type letters? _____

Write essays or short reports? _____

Make changes to existing written material? _____

Make carbon copies of your written material? _____

Need help with hyphenation? _____

Refer to a dictionary for correct spelling of words? _____

Refer to a thesaurus? _____

Need special characters in your documents? _____

Type tables or charts? _____

Type the same material in different documents? _____

Type form letters? _____

Use a preprinted form? _____

Maintain lists of records (directories, personnel)? _____

Address envelopes or use mailing labels? _____

Add 10 points if you: _____

Already own a computer. _____

Plan to write a book or dissertation. _____

Own a home business. _____

TOTAL POINTS: _____

If your score is:

15 or more	Drop everything and buy a word processor now!
10 to 15	You could benefit from a word processor.
5 to 10	If you have the money, buy a word processor.
Less than 5	Save your money (and give this book to a friend).

THE TRUTH AND MYTH OF SAVING TIME

We want to ensure that you get both sides of the word processing story. Because corrections and changes are so easy to make with a word processor, some writers become much more exacting in their work. They now willingly make revisions they used to ignore. Thus they often spend *more* time writing an essay or a report with a word processor than they would have spent without one. They increase the quality of their work at the expense of quantity. Moreover, some computer users become so enamored with the computer itself (buying new computer gadgets, testing new software, etc.) that they neglect their work and decrease their productivity.

So if you want word processing to save you time, take precautions: Don't spent excessive hours revising and re-revising, and don't get caught up with computer gadgetry.

EMPLOYING WORDPERFECT

HELP WANTED: An employee who learns quickly, never forgets, moves fast, and is highly productive. Must be able to: write letters, reports, essays, and books; type charts, footnotes, and bibliographies; never misspell a word; print documents and type dictation simultaneously; and leap tall buildings with a single bound. Minimum wages. Call 1-800-PERFECT.

This classified ad sounds like an attempt to hire Superman or Wonder Woman. But except for leaping tall buildings, it is a brief description of the ideal employee: WordPerfect. Over the last five years, WordPerfect, published by WordPerfect Corporation, has become the top word processing "employee" for IBM-compatible computers in business, on campus, and at home. WordPerfect is now available for the Apple II family of computers and is quickly being recognized as a top word processing "employee" for the Apple IIGS.

A BEST-SELLER

WordPerfect has become a best-seller for a good reason: it is a superb word processor. Of course, its attractive user's manual, extensive marketing, and a few rave reviews in popular computer magazines haven't hurt its sales. But WordPerfect didn't get to the top with a pretty package and a slick ad.

WordPerfect is a nearly perfect writing tool for students, secretaries, business managers, and professional writers. It contains all the

features that most typists and writers dream about, and more. Yet WordPerfect is easy to learn, efficient, fast, and relatively inexpensive. The retail price of WordPerfect for the Apple IIGS is $179. But most software stores give healthy discounts, and mail-order houses (whose ads are found in such magazines as *A+*, *inCider*, and *Nibble*) routinely sell WordPerfect for less than half price. Some companies offer big discounts to their employees. What's more, WordPerfect gives educators a special discount. Thus most people can buy WordPerfect for the Apple IIGS for under $100.

The hardware (the computer system and the printer) to run WordPerfect costs around $2000 for an Apple IIGS and between $200 to $400 for a printer. Therefore you can buy the complete word processing system (hardware and software) for under $2300.

REACHING FOR PERFECTION

The WordPerfect Corporation motto is "Reaching for Perfection," and the WordPerfect word processor comes close to realizing this goal.

Easy to Learn

From its uncluttered screen display to its easy-to-use pull-down menus, from its on-line help to its detailed user's manual, WordPerfect sets the standard in ease of use. Most typists begin using WordPerfect productively after only a few hours of hands-on training and become moderately proficient with the main features after a day or two of training and experience. Of course, maximum productivity with the advanced features of WordPerfect results only from weeks or months of experience. Using this book, *Working with WordPerfect on the Apple IIGS*, will shorten that time.

Full Featured

WordPerfect contains *all* the capabilities available in today's modern word processors:

- Automatic page numbering, page headers and footers, and easy movement of sentences, paragraphs, and pages from one place to another and from one document to another.
- Dynamic page breaks to automatically mark where one page ends and another page begins. You always know where you are in your text—the page, line, and column.
- Concurrent printing, which lets you write and edit one document while another document is printing. (See Chapter 15, "Printing a Report.")

- An on-line dictionary to check the spelling of a word, paragraph, page, or entire document while the document is still on the screen. WordPerfect's speller is an industry standard for ease of use, speed, and power. (See Chapter 16, "Spell and Thesaurus.")
- Macros, which let you use simple commands to type long words and phrases or to perform complex operations. (See Chapter 20, "Macros.")
- Merge capabilities for creating form letters and mailing labels—only two of the many applications of the merge command. (See Chapter 21, "Merges: Address Labels.")

And there is much, much more. WordPerfect for the Apple IIGS features a thesaurus, unlimited windows, and multiple documents. You will enjoy discovering other exciting features of WordPerfect as you read this book.

Versatile

The combination of being both easy to use and full-featured gives WordPerfect tremendous versatility. It can function as a simple, straightforward letter-writing tool or as a powerful instrument for writing full-length manuscripts.

Efficient

WordPerfect lets you select features with either mouse or keyboard commands. This Macintosh-like interface greatly facilitates learning the commands and remembering the word processing procedures. WordPerfect is document-oriented, so that most features need be entered only once in a document.

Programmable

WordPerfect can perform practically any function you need. If you want to enter new commands, such as to underline a phrase already typed, to center and boldface a title, or to execute a series of commands, you can program a single key command to perform the function. You can define keystrokes for features or redefine preassigned keystrokes.

Screen Oriented

"What you see is what you get." How your document appears on the screen is essentially how it will appear on the printed page. (The exceptions include right justification, footers and headers, page numbers, subscripts and superscripts, special fonts, and footnotes.) The Clean Screen feature allows you to show only the text and the status line on the screen.

Well-Supported

WordPerfect Corporation supports its product. If you have a question, just call the user support number (1-800-321-5906 or 1-801-226-6800). If something about WordPerfect bothers you, let WordPerfect Corporation know. You might see a change in the next version.

TOO MUCH OF A GOOD THING?

Some critics feel WordPerfect is *too* powerful—a Ferrari Testarossa for Volkswagen Rabbit drivers. We disagree. Although WordPerfect has plenty of speed and horsepower, it rides smoothly and stays on the road, even with a beginner behind the wheel.

Part of the problem may be attitude. You can place the user's manual in your lap, stare at the long pull-down menus, and feel overwhelmed. Or you can just start typing. No law says you have to know *everything* about WordPerfect. Use the functions you feel comfortable with, and ignore the rest.

Of course, if you are *never* going to use the advanced features of WordPerfect, you may want to buy a cheaper word processor. Simple, easy-to-use, and inexpensive word processors are available for most computers. But if your writing projects involve more than simple letters and short essays, go with the best. Buy WordPerfect.

IMPROVING ON PERFECTION

This is not to say that WordPerfect is *absolutely* perfect. One of the real strengths of WordPerfect is the responsiveness of its developers in incorporating users' suggestions in each new version. And WordPerfect Corporation will continue to respond to complaints and suggestions by taking future versions of WordPerfect for the Apple IIGS even closer to perfection.

If you have comments or suggestions about WordPerfect, write to WordPerfect Corporation, 1555 Technology Way, Orem, UT 84057, or call WordPerfect Corporation at 1-801-225-5000.

Chapter 2

Introducing the Tools

THE APPLE IIGS COMPUTER SYSTEM

OF MICE AND MEN: USING THE MOUSE

MONITORING YOUR WORK: WINDOWS
- Using Boxes, Dialogs, and Scroll Bars
- The Cursor and the Status Line
- Using the Menu Bar
- The Clean Screen Feature
- Multiple Windows

KEYS TO SUCCESS
- The Main Keyboard
- The Special Keys
- The Number Pad
- Keyboard Equivalents

GETTING HELP
- The Help Feature

WOULD YOU REPEAT THAT? REPEATING KEYS

CONVENTIONAL WISDOM: HOW TO USE THIS BOOK

SELF-TEST

Traditional writing tools include a typewriter, type eraser (or correction fluid), scissors, glue, pens, and pencils. Modern writing tools include a computer (for example, the Apple IIGS), a word processor (for example, WordPerfect), disk drives, monitor, mouse, keyboard, and printer. This chapter explains how to use these tools for fast, efficient word processing.

THE APPLE IIGS COMPUTER SYSTEM

The Apple IIGS computer system consists of the following (see Figure 2.1):

- The *computer*, which contains the power supply, microprocessor, memory chips, etc.
- The *disk drives*, which read information from and write information to your disks.
- The *monitor*, which displays messages from the computer and shows what you type.
- The *mouse*, which allows you to send messages to the computer by pointing an arrow and pressing a button rather than by typing.
- The *keyboard*, which allows you to type messages to the computer and text to the monitor.
- The *printer*, which gives you a paper copy of documents created with your word processor.

In this chapter we will discuss the following:

- How WordPerfect displays the information on the computer monitor.
- How to choose menu options and select text with the mouse.
- How to use the keyboard to enter information into your computer.

See Chapter 7, "Printing a Letter," for a discussion of the printer and Chapter 8, "Managing Your Disks," for an explanation of the disk drives.

OF MICE AND MEN: USING THE MOUSE

WordPerfect allows you to quickly choose features or to send commands to the computer by using either the mouse or the keyboard. When you move the mouse across your desk, a small arrow, called the *mouse arrow,* moves across the screen.

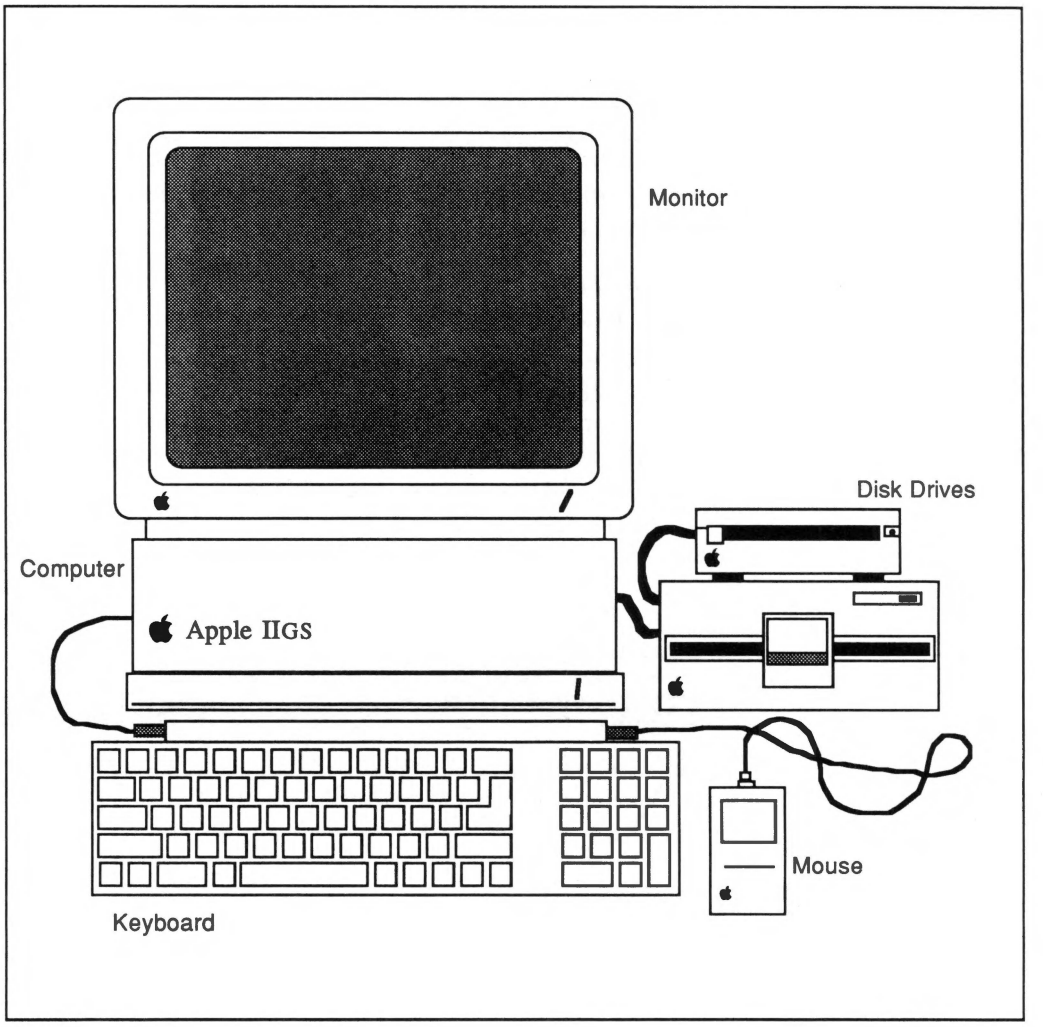

Figure 2.1 The Apple IIGS computer system, consisting of the computer, disk drives, monitor, mouse, keyboard, and printer (not shown).

Mouse operations consist of the following:

- *Click* (point the mouse arrow at an item and then press and release the mouse button).
- *Double-click* (point the mouse arrow at an item and then quickly press and release the mouse button twice).

- *Drag* (hold the mouse button down while you move the mouse).
- *Select* (highlight an item for further action by pointing, clicking, and dragging, if necessary).
- *Choose* (point to a menu title, hold down the mouse button, move the mouse arrow to highlight a menu command, and then release the mouse button).

If you have further questions about these operations, consult your *Apple IIGS Owner's Guide.*

MONITORING YOUR WORK: WINDOWS

The computer monitor is the television-like screen that displays messages from the computer to you and from you to the computer. The monitor displays your document inside a *window*, a special area that consists of the following (see Figure 2.2):

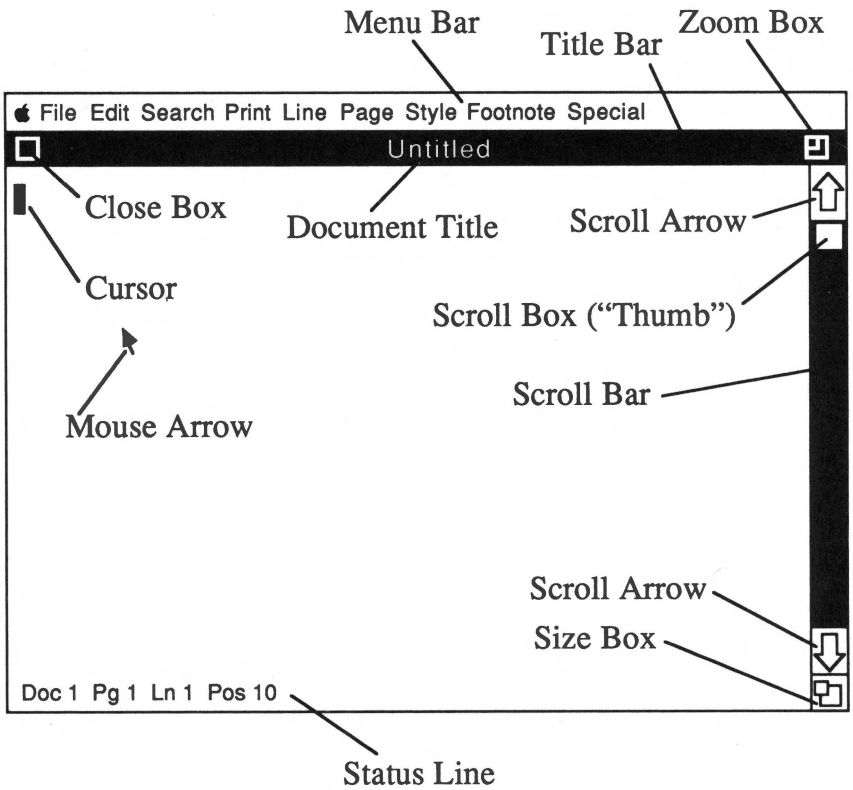

Figure 2.2 The document window, consisting of the menu bar, title bar, close box, zoom box, scroll bar, and size box. In addition, note the cursor, mouse arrow, and status line.

- The *title bar*, which shows the name of your document. When you first begin WordPerfect, the title bar displays the word "Untitled."
- The *close box* (located at the left side of the title bar), which allows you to close the window and leave your document.
- The *zoom box* (located at the right side of the title bar), which allows you to return a re-sized window to its original size.
- The *scroll bar* (located along the right edge of the window), which allows you to move around your document by using the scroll arrows (located on either end of the scroll bar), or by moving the scroll box (the inverse box located inside the scroll bar).
- The *size box* (located in the bottom right corner of the window), which allows you to change the size of the window.

Using Boxes, Dialogs, and Scroll Bars

To use the close box, simply move the tip of the mouse arrow inside the box and click the mouse button. WordPerfect then displays a *dialog*, a small window in the center of the screen that requires you to answer a question or type additional information. You should carefully read each dialog and answer the question(s) appropriately and/or click on the desired selections. Once you have completed the information in the dialog, you will usually click on OK or press RETURN. Some dialogs provide a *default button*, which is encircled with a double line (see Figure 2.3). Simply press RETURN to accept the default response.

Dialog boxes display words, buttons, and boxes on which you can click with the mouse, but you can also select most of the features from the keyboard, using the following rules:

- Press CLEAR to cancel or exit the dialog (the same as clicking on Cancel or Exit).
- Press RETURN to accept the dialog default (the same as clicking on OK).
- Press **Y** or **N** to select Yes or No, respectively (the same as clicking on Yes or No).
- If a feature displays a number or letter next to its command name, press the number or letter (the same as clicking on the feature name).

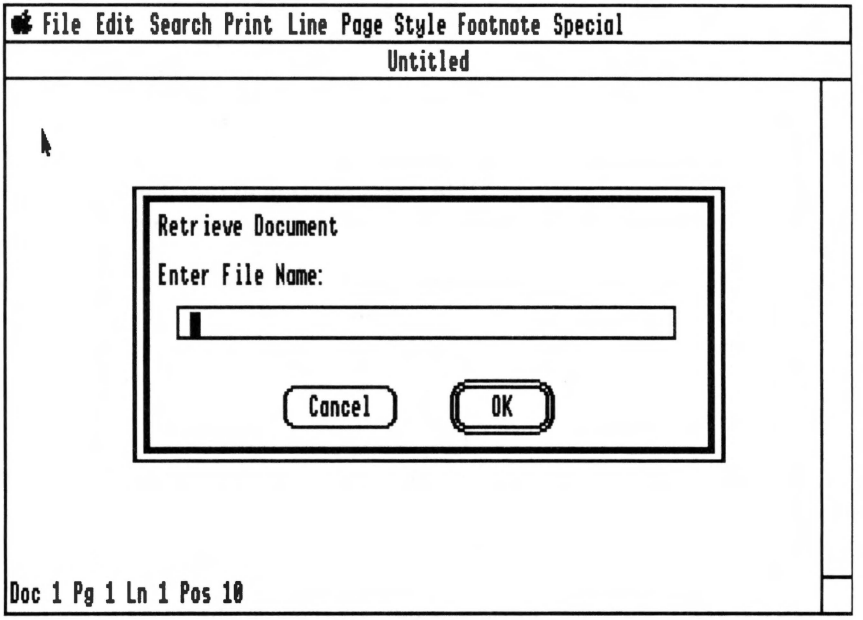

Figure 2.3 A WordPerfect dialog, the small window in the center of the screen that asks you to answer questions or type in additional information. Pressing RETURN will activate the default button. [*Note:* This figure shows the Retrieve Document dialog in WordPerfect version 2.0. The Retrieve Document dialog in WordPerfect version 2.1 utilizes a selection menu rather than an input box.]

- If a feature displays no numbers or letters next to its command name, you can usually still select the item from the keyboard by pressing OPTION-number. For example, the File Management menu (see Figure 9.7) contains two rows of commands: the top row lists Retrieve, Create, Delete, Format, Print, and Search; and the second row lists Lock, Rename, Prefix, Online, Look (the default command), and Exit. You can choose these commands from the keyboard by pressing OPTION-**1** (Retrieve), OPTION-**2** (Create), OPTION-**3** (Delete), . . . , OPTION-**7** (Lock), OPTION-**8** (Rename), . . . , OPTION-**0** (Online), RETURN (Look), and CLEAR (Exit).

To use the size box, drag the box to a new location, which becomes the new lower right corner of the current document window.

To move the document window on the screen (once you have reduced its size with the size box), drag the scroll bar to the new desired location.

After decreasing the size of a document window with the size box, you can return the window to its full view by clicking on the zoom box. Just move the tip of the mouse into the box and click the mouse button. If you click on the zoom box again, the window returns to its previous (smaller) size.

To use the scroll bar, click on the up-arrow box or down-arrow box to move the cursor up or down in your document. Similarly, you can drag the scroll box (also called the "thumb") up or down to move the cursor up or down. You can also click in the scroll bar above the scroll box to scroll one window-full up and click below the scroll box to scroll one window-full down.

If you click in the scroll bar and hold down the mouse button, the scroll box will move as close as possible to the location of the mouse arrow, scrolling the document a screen at a time. You can then drag the mouse arrow up or down the scroll bar to continue scrolling the document a window-full at a time. This technique is especially helpful in reviewing long documents.

The Cursor and the Status Line

The document window displays a *cursor,* a solid rectangle that marks the place where the next character you type or the next operation you perform will occur on the screen. As you write a letter or report using WordPerfect, the cursor marks your location within the document. The exact location of the cursor is indicated by the *status line* (located at the bottom left of the window), which displays the current document number, the page number, the line number (on the current page), and the cursor position (horizontal location); see Chapter 4, "Drafting a Letter," for more information on the status line.

Using the Menu Bar

At the top of the display is the *menu bar.* Each word (and the Apple icon) on the menu bar is a title for a pull-down menu, which stays hidden until you point at the title and hold down the mouse button.

The menu bar includes the following ten pull-down menus:

- **Apple** (the little apple icon, which contains the About WordPerfect window and the important Help menu). In addition, if you have installed any of the new Apple IIGS desk accessories (such as the clock, calendar, and calculator from StyleWare DeskWorks), the accessory names will appear in the Apple menu.
- **File** (commands dealing with ProDOS disks and files).
- **Edit** (commands for changing and moving text, etc.).

- **Print** (commands for printing documents and for specifying printed formats).
- **Line** (commands for adjusting line size, line spacing, etc.).
- **Page** (commands for formatting document pages).
- **Style** (commands for modifying the text style).
- **Footnote** (commands for managing footnotes and endnotes).
- **Special** (commands for checking spelling, defining macros, executing merges, etc.).
- **Window** (commands for selecting which document window is active). The Window menu is not available in WordPerfect version 2.0 but is available in version 2.1 and later.

To select one of these menu items, move the mouse arrow to the word (or Apple icon) that contains the command you want to execute, press the mouse button, drag the mouse arrow down to the desired menu item, and let up on the mouse button. Those menu items followed by three periods (...) will produce a dialog (and require further information) before the command is executed. For example, after you choose Retrieve... in the File menu, you must enter the name of the file to be retrieved (see Figure 2.4). Those menu items not followed by three periods will execute immediately without further information.

In WordPerfect version 2.1 or later, some of the menu items with three periods (...) produce a *side menu*, or submenu, rather than a separate menu box. Some of the dialog boxes given in this book (which was written before the official release of version 2.1) may actually be side menus in your version of WordPerfect.

The Clean Screen Feature

WordPerfect provides a Clean Screen feature (when you select Clean Screen from the Special menu), where only the document and the status line appear on the screen and where the window borders, menu bar, title bar, and scroll bar are eliminated (see Figure 2.5). Features are executed from the Clean Screen by means of the Help feature by pressing CONTROL-**A** (or some other CONTROL-letter combination). This is explained in the section entitled "Getting Help" later in this chapter. To exit the Clean Screen and return to the normal WordPerfect screen, press CONTROL-**C** and then double-click on Clean Screen (or press CONTROL-**C**, press **L**, and then press RETURN).

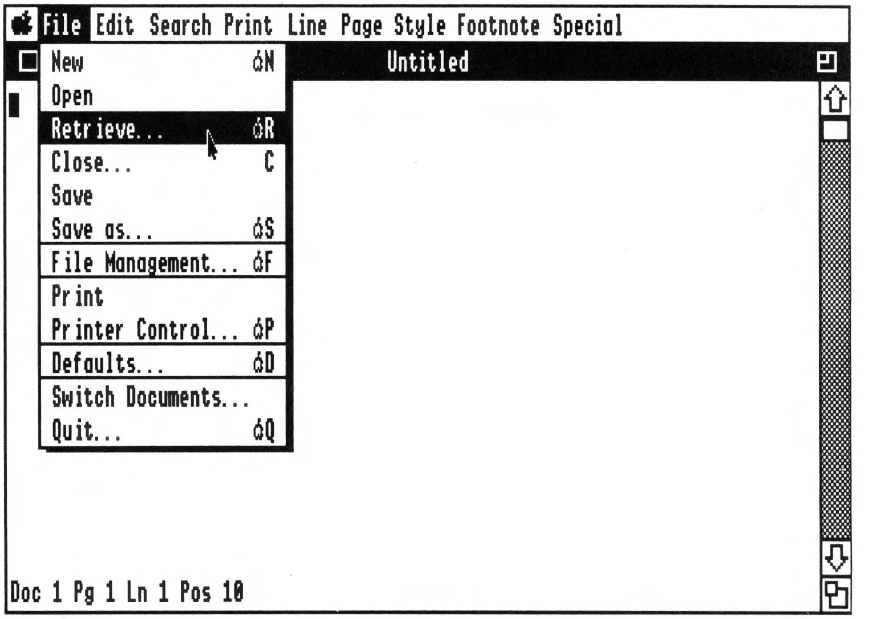

Figure 2.4 Choosing the Retrieve command from the File menu. The three periods (...) indicate that further information must be given before the Retrieve command will function.

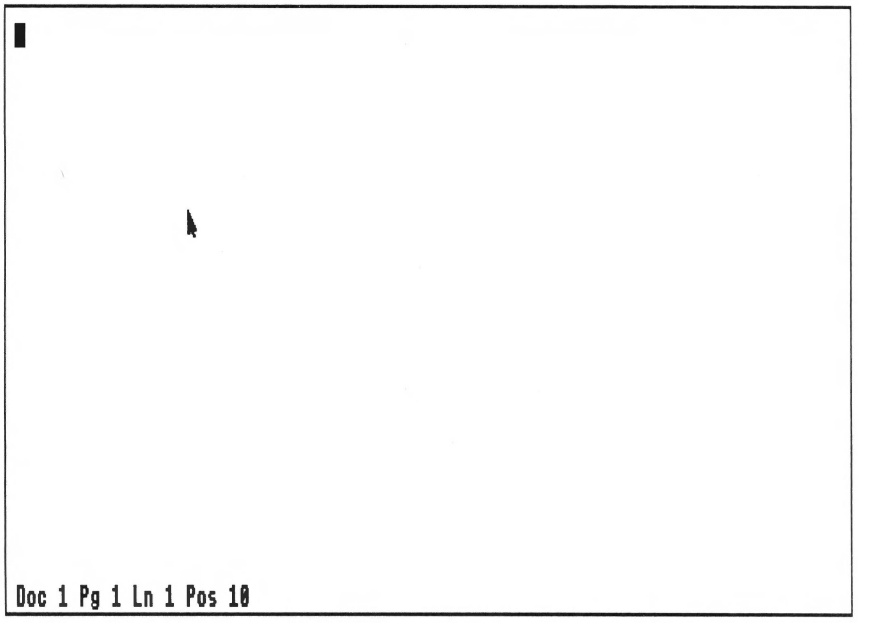

Figure 2.5 The Clean Screen feature shows the document and the status line only.

Multiple Windows

WordPerfect allows you to have several windows on the screen at one time, but only one of these windows can be *active* (allowing changes to be made in the document) at a time. WordPerfect highlights the title bar and displays the scroll bar of the window that is active (see Figure 2.6). See Chapter 19, "Multiple Documents and Windows," for more information on windows.

KEYS TO SUCCESS

You can send word processor commands to WordPerfect not only through the mouse but also through the keyboard. The Apple IIGS computer keyboard (see Figure 2.7) consists of three major parts: the main keyboard, the special keys, and the numeric keypad (or number pad) on the right side of the keyboard.

The following is an overview of the use of these keys in WordPerfect. If you don't understand some of them or can't see their application, don't worry. Everything will become clear as you work through the exercises later in this book.

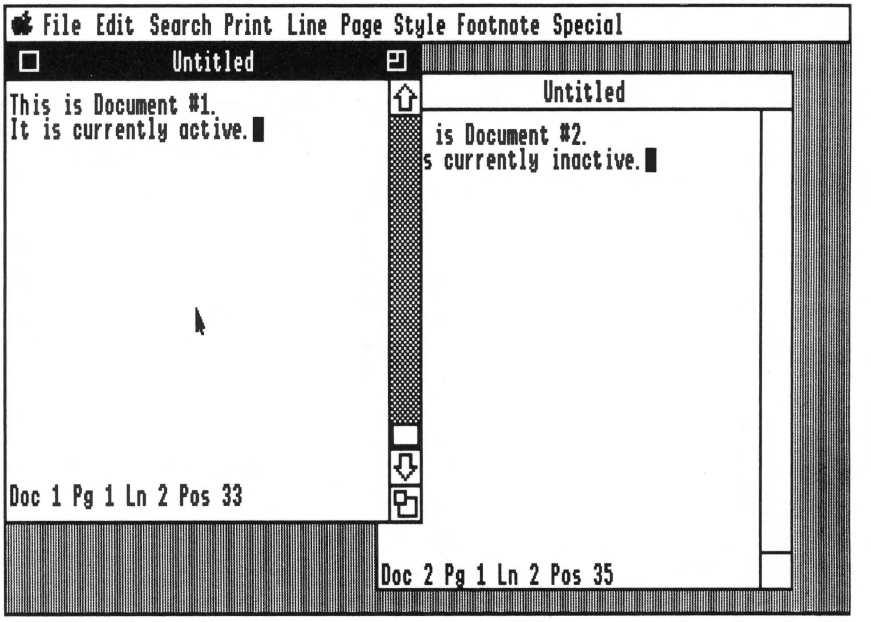

Figure 2.6 Two windows on the screen at a time. The "active" window is designated by a highlighted title bar and scroll bar.

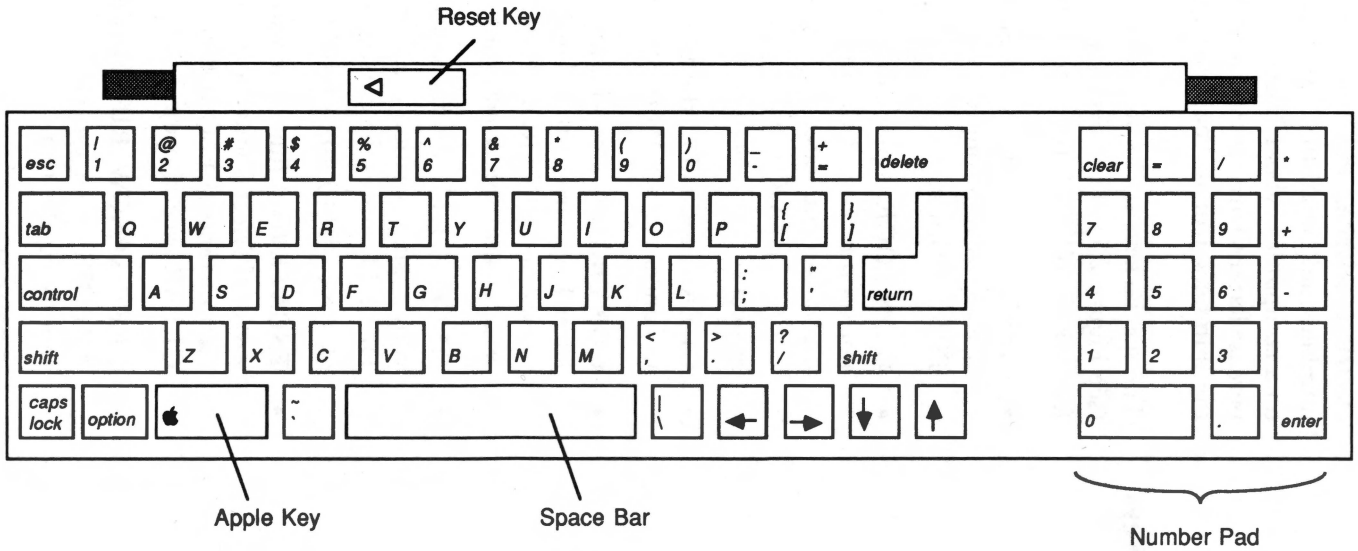

Figure 2.7 The Apple IIGS keyboard, consisting of the main keyboard, special keys, and numeric keypad (number pad).

The Main Keyboard

The main keyboard on your computer looks like the keyboard on an electric typewriter and functions similarly. Note, however, that the number one (1) and the lowercase L (l) do *not* mean the same thing on a computer keyboard. Likewise, the number 0 (zero) and the uppercase letter O are *not* the same. Be sure that when you want to type the numbers 1 or 0, you don't type the letters l or O.

The Special Keys

The special keys are located around the outside of the main keyboard (see Figure 2.7). The special keys and their function with WordPerfect are as follows (presented here in alphabetical order):

- **APPLE** (sometimes called the **COMMAND** key) is a special modifier key used in conjunction with other keystrokes to create WordPerfect features.
- **CAPS LOCK** capitalizes all *alphabetic keys* (A through Z) but does not modify any of the other keys. For example, CAPS LOCK capitalizes the letter A, but does *not* modify the number 5 key. Use CAPS LOCK only to capitalize entire words or phrases (such as headings). To return to lowercase, press CAPS LOCK again.
- **CLEAR**, located at the top left of the number pad, allows you to cancel certain WordPerfect features and to exit dialogs.
- **CONTROL** is a special modifier key that, when used with the letter keys, brings the Help feature to the screen. For example, to execute CONTROL-A, depress the CONTROL key, tap (press and release) the **A** key, and then release the CONTROL key.
- **DELETE** is like the Backspace key on a typewriter (which moves your typing position one space to the left). On your computer, DELETE moves the cursor one space to the left and, in addition, erases (deletes) any character at that location.
- **ESCAPE** (esc) functions within WordPerfect to repeat a key or a WordPerfect feature a specified number of times. Under most circumstances, ESCAPE also performs the same functions as CLEAR (see above).
- **LEFT ARROW**, **RIGHT ARROW**, **DOWN ARROW**, and **UP ARROW** move the cursor in the direction indicated without modifying the text.
- **OPTION** is another special modifier key used in conjunction with other keystrokes to create WordPerfect features.

- **RESET** is used in combination with the APPLE and CONTROL keys to reboot (restart) the computer system. To reboot the system, hold down APPLE and CONTROL, press and release RESET, then release APPLE and CONTROL. You should never reboot from within WordPerfect, since you may lose your current document, but otherwise rebooting causes no harm.
- **RETURN** tells the computer to accept what you have just typed or to end a short line or a paragraph. *Note*: Use RETURN to indicate the end of a paragraph, *not* the end of a line of text. When your text reaches the right margin, WordPerfect automatically moves the cursor down a line and back to the left edge of the screen.
- **SHIFT** is located on both sides of the computer keyboard. Its primary function is to type uppercase (capital) alphabetic letters and special characters (!, <, “, ~, etc.). For example, to type the percent sign (%), depress SHIFT, tap **5**, and release SHIFT.
- **SPACE BAR** functions just like a normal typewriter space bar, moving the cursor to the right and leaving a blank space. (At the end of a line of text, WordPerfect automatically changes a space into an invisible end-of-line marker.)
- **TAB** jumps the cursor to the next tab stop (the default is set for every five spaces). TAB also moves the cursor to the next field in a dialog.

The Number Pad

The number pad is a group of keys on the right side of the Apple IIGS computer keyboard (see Figure 2.7). When you execute WordPerfect, the number pad serves as a cursor-movement pad rather than the normal numeric keypad. If you want to use the number pad in the normal (numeric) manner, press APPLE-CLEAR (or press CONTROL-**N** and double-click on Number Lock), after which WordPerfect displays an **N** on the status line. To return to cursor movement mode, again press APPLE-CLEAR.

The following explains the commands available using the number pad keys (see Figure 2.8):

- **UP ARROW** (the 8 key) moves the cursor up one line of text.
- **DOWN ARROW** (the 2 key) moves the cursor down one line of text.

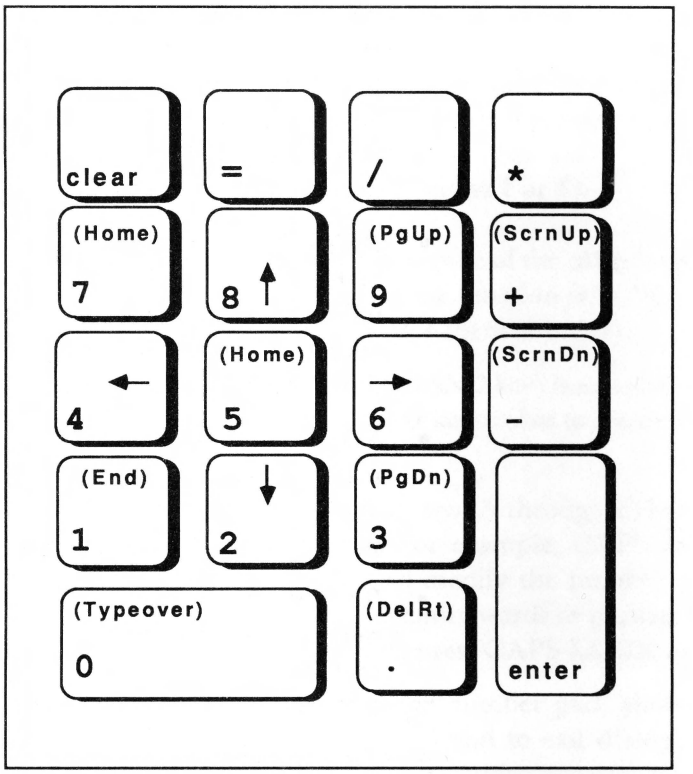

Figure 2.8 The number pad commands.

- **RIGHT ARROW** (the 6 key) moves the cursor one position to the right. If there is no character to the right of the cursor, the cursor moves down a line or does not move at all.
- **LEFT ARROW** (the 4 key) moves the cursor one position to the left. Unlike DELETE, the LEFT ARROW key does *not* erase a character. If there is no character to its left, the cursor moves up a line or does not move at all.
- **HOME** (the 5 or 7 key) is used in conjunction with other cursor keys to move the cursor to the beginning or end of a line, to the beginning or end of your document, etc.
- **END** (the 1 key) moves the cursor to the end of the current line.
- **PAGE DOWN** (the 3 key) moves the cursor forward one page.

- **PAGE UP** (the 9 key) moves the cursor back one page.
- **SCREEN DOWN** (the – key), located to the right of the 6 key, moves the cursor forward one screen.
- **SCREEN UP** (the + key), located to the right of the 9 key, moves the cursor back one screen.
- **DELETE RIGHT** (the . key) erases the character at the current cursor position and moves all text at the right, one position to the left. Unlike DELETE, DELETE RIGHT (.) does *not* move the cursor to the left.
- **TYPEOVER** (the 0 key) lets you switch between *typeover* mode and *insert* mode. In typeover mode, characters you type replace the current characters at the cursor; i.e., the new characters type over the old ones. In insert mode, the characters you type are inserted into the text, keeping the old characters and pushing them to the right.

Keyboard Equivalents

To make frequently used features easier to execute, WordPerfect has provided *keyboard equivalents,* which consist of keystrokes that correspond to menu features. There are two kinds of keyboard equivalents:

- Preassigned keyboard equivalents (those that come already assigned by WordPerfect).
- User-defined keyboard equivalents (those that you can create and assign yourself).

Figure 2.9 gives a list of the WordPerfect features with preassigned keyboard equivalents. See Appendix B, "Customizing WordPerfect," for a discussion of creating user-defined keyboard equivalents.

GETTING HELP

In the normal course of word processing, you will occasionally press a wrong key. Use the DELETE key to erase an accidental RETURN, TAB, Center, Bold, Underline, etc., and continue typing. Click on Cancel to abort commands where dialog boxes allow you to back out of certain features. For example, if you choose the Save feature, a dialog appears in the middle of the screen. Clicking on Cancel will cancel the Save command and return you to your document.

WordPerfect provides a method for receiving additional help: the on-line Help feature of the Apple Menu.

Keystroke Equivalent	Feature
Apple - a	Alignment Character
Apple - b	Bold
Apple - c	Copy
Apple - d	Defaults
Apple - f	File Management
Apple - g	Go To Character
Apple - h	Headers and Footers
Apple - i	Insert Printer Command
Apple - m	Margins
Apple - n	New
Apple - o	Overstrike
Apple - p	Printer Control
Apple - q	Quit
Apple - r	Retrieve
Apple - s	Save As
Apple - t	Thesaurus
Apple - u	Underline
Apple - v	Paste
Apple - x	Cut
Apple - z	Undo
Apple - 1	Beginning of Document
Apple - 9	End of Document
Apple - Comma	Beginning of Line
Apple - Period	End of Line
Apple - Delete	Delete Word
Apple - Right-Arrow	Delete End of Line
Apple - Down-Arrow	Delete End of Page
Apple - Tab	Indent, Left
Apple - Dash	Hard Hyphen
Apple - Space Bar	Hard Space
Option - b	Block
Option - c	Close
Option - f	Flush Right
Option - s	Show Codes, Hide Codes
Option - Return	Home
Option - Tab	Indent, Left/Right
Option - Space Bar	Margin Release, Left
Option - Up Arrow	Superscript
Option - Down Arrow	Subscript
Option - Left Arrow	Word Left
Option - Right Arrow	Word Right

Figure 2.9 WordPerfect's preassigned keyboard equivalents.

The Help Feature

WordPerfect's Help feature is a handy means of executing WordPerfect's many features. To use a feature, press CONTROL plus the first letter of the feature you desire (for example, CONTROL-**R** for the Retrieve feature); or, with the mouse, choose Apple from the Help menu. WordPerfect displays the Help feature (see Figure 2.10). If the desired feature is highlighted, just press RETURN, and WordPerfect will immediately execute the command. If the feature is not highlighted, move the highlight bar using one of the following methods:

- Press the UP or DOWN ARROW.
- Click on the scroll arrows, click in the scroll bar, or drag the scroll box.
- Type one or more letters to match a feature name. Pressing SPACE BAR will force WordPerfect to complete the spelling of the current word.
- Press CONTROL plus a letter. This moves the highlight bar (forward or backward) to the first feature that starts with the designated letter.

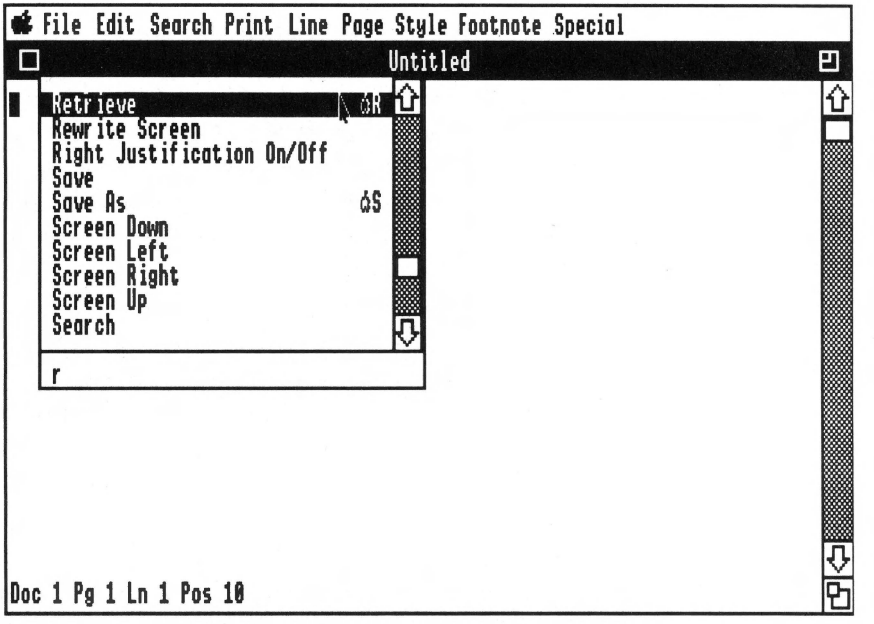

Figure 2.10 Executing the Retrieve feature from the WordPerfect Help feature.

With the highlight bar on the desired feature, press RETURN. WordPerfect will immediately execute the feature.

You can access the Help menu from the document window or from within a dialog.

The Help feature also allows you to access a screen of information on any WordPerfect feature simply by highlighting a feature in the Help menu (using one of the methods described above), and then typing a question mark (?) or a slash (/).

After you have received the help you need, click on OK (or press RETURN) to quit the help screen and return to the Help menu (see Figure 2.11). Press CLEAR or ESCAPE to continue working on your document.

If you encounter other difficulties while using WordPerfect, refer to Appendix A, "Getting Help When You Have Problems."

WOULD YOU REPEAT THAT? REPEATING KEYS

Most of the keys on the keyboard repeat themselves when you hold them down. This can cause problems for heavy-handed typists. For example, if you depress the **A** key and hold it down, it will continue to print A's across the screen until you release the key. Likewise, if you press and hold down the DELETE key, it will continue to erase characters.

Note: If you want to change the repeat rate or the repeat delay (the time between first pressing a key and the start of the repeat), press APPLE-CONTROL-ESCAPE (to access the desk accessories), press UP ARROW until the Control Panel is highlighted, press RETURN, press UP or DOWN ARROW until Options is highlighted, press DOWN ARROW to highlight Repeat Speed, press RIGHT or LEFT ARROW to increase or decrease the repeat speed, press DOWN ARROW to highlight Repeat Delay, press RIGHT or LEFT ARROW to increase or decrease the repeat delay, press RETURN, and choose Quit twice to return to WordPerfect.

While you must hold down the OPTION or APPLE key while executing a Keyboard Equivalent, you should *not* press and hold down the character itself. Just tap the key lightly. For example, the keyboard equivalent for the Bold feature is APPLE-**B**. Holding down the APPLE-**B** keys for several moments causes the Position indicator (Pos) on the status line (at the bottom left of the screen) to flicker. Rather than hold down APPLE-**B**, just press APPLE and tap the **B** key to turn Bold *on*; and then, after typing the desired bold characters, press APPLE again and tap **B** again to turn Bold *off*.

File Edit Search Print Line Page Style Footnote Special

RETRIEVE
You can retrieve a document onto a clear screen or into a document already on screen at the cursor position. You can also retrieve a block of text that has been cut or copied. When you retrieve a document, you are only displaying a copy of a file.

1 Choose Retrieve from the File menu.
2 Type the name of the file you want to retrieve, then click on OK.

If you are retrieving a block of text that has been cut or copied, click on OK without entering a filename.

If the message "File Not Found" appears, the filename has been entered incorrectly, the file is on another diskette (volume), or the file does not exist. If the message "Invalid File Type" appears, you are trying to retrieve a file that is not a WordPerfect or text file. Unless you are absolutely sure that the file can be retrieved in one of those two formats, click on "Cancel."

OK

Figure 2.11 The Help Screen for the Retrieve feature, accessed via the WordPerfect Help feature.

CONVENTIONAL WISDOM: HOW TO USE THIS BOOK

We will follow a standard convention throughout this book to tell you what to type or what items to select with the mouse:

- Special keys on the keyboard are represented by all-uppercase words. For example, DELETE represents the key marked "delete" on the top line of the keyboard; RETURN represents the large key marked "return" on the right side of the main keyboard; and APPLE represents the key with the open-apple symbol in the lower left corner of the keyboard. When you see one of these all-uppercase words, you should press the corresponding key.
- A dash between special keystroke commands found on the Apple keyboard means that you should press the first key and hold it down while pressing the second; for example, APPLE-DELETE means that you should hold down the APPLE key, tap (press and immediately release) DELETE, then release the APPLE key.
- An item selected from a pull-down menu is represented by the main menu name, a slash (/), and the menu item. For example, File/File Management means to choose the File menu (from the

Menu bar at the top of the screen), drag the mouse arrow down until File Management is highlighted, and release the mouse button. An item selected from a dialog is represented by the main menu name, a slash, the menu item, another slash, and the dialog feature. For example, File/File Management/Retrieve means to click on Retrieve in the File Management dialog after choosing File/File Management.

- Keyboard characters, words, or phrases for you to type are bolded. For example,
  Y 3 Apple
  means that you should press the "Y" or the "3" key on the keyboard, or type the word "Apple" (in this example, you do *not* press the APPLE key).

- Commas and spaces separating items in a sequence of characters, phrases, and commands, or periods at the end of the sequence should *not* be typed unless you are told to do so.

- Occasionally, comments about what you type are set off with parentheses. Do *not* type or select the parentheses nor the information they enclose, unless told to do so.

Even without remembering these conventions, you will usually be able to tell from the context of the instructions what you should type from the keyboard or choose with the mouse.

With an understanding of your computer system, windows, how to use the mouse and the keyboard, and the conventions used in this book, you are now ready to set up WordPerfect.

SELF-TEST

1. WordPerfect displays your document inside a special area called a _____.

2. You can send messages to the computer or execute features by two methods: _____ or _____.

3. The major parts of the Apple IIGS computer keyboard are the _____ keys, the _____ keys, and the _____.

4. The Help feature can be accessed by two methods:

   1. _____ or

   2. _____.

(See Appendix D for Answers to Self-Tests.)

Chapter 3

Setting Up WordPerfect

TAKING THE FIRST STEP: THE WORDPERFECT PACKAGE

PROTECTING YOUR INVESTMENT: HANDLING YOUR DISKS

COMING OFF THE BENCH: MAKING BACKUP DISKS
  Copying Your WordPerfect Disks

MASTERS AND SLAVES: SYSTEM AND DATA DISKS

SLAVE LABOR: DATA DISKS
  Making a Data Disk

THE HARD FACTS: SETTING UP WORDPERFECT ON A HARD DISK

MAKING A GOOD IMPRESSION: CONFIGURING YOUR PRINTER
  Telling WordPerfect About Your Printer

USING AN ALTERNATE PRINTER FILE

SELF-TEST

Congratulations! You have made a wise choice in purchasing WordPerfect for the Apple IIGS, one of the finest word processing systems money can buy.

Before you can use WordPerfect, you must make a few preparations that will require you to follow some detailed procedures very carefully. This chapter will show you how to do the following:

- Make backup copies of your three WordPerfect disks.
- Prepare a data disk (for holding your WordPerfect documents).
- Configure WordPerfect for the printer used by your computer system.

Don't be overwhelmed by these tasks; just follow each procedure step by step. Even in processes with many parts, each step is short and simple. We don't try to explain the reason for every step; a full explanation will follow in later chapters. So just relax and follow along.

If you make the wrong selection or press the wrong key, or if the computer doesn't respond as you expect, don't worry. You can't harm the computer or the disks. If you click the mouse on the wrong menu item, you can usually choose Cancel or Exit to return the system to where you want it. If you make a typing error, you can usually correct the mistake by pressing the DELETE key (on the top row of your keyboard; see Figure 2.7 in the previous chapter) and then by pressing the correct key. If the screen display doesn't appear as described in this book, you may have to go back to the previous step in the procedure or start the entire procedure over. If you need additional help, see Appendix A, "Getting Help When You Have Problems."

You should be familiar with the concepts in Chapter 2, "Introducing the Tools," before you try to read this chapter.

TAKING THE FIRST STEP: THE WORDPERFECT PACKAGE

Open WordPerfect's shrink-wrapped package. Inside the box you will find the following items:

- User's Manual—a thick book (with colored tabs) containing tutorials, reference material, installation instructions, glossary, etc., on how to set up and use WordPerfect.
- Customer Assurance Plan and Customer Registration Card—a card that you should sign and return to assure that you receive customer service and updates for your WordPerfect. The card is included in the software box.

- Quick Reference Card—a folded card that will help you learn and use WordPerfect. Keep it close by your computer.
- Disks—The WordPerfect package comes with: **/WordPerfect**, the main word processor program disk (containing the ProDOS system files, the word processor program WP.SYS16, printer test files, etc.); **/Utilities**, the supplementary program disk (containing utilities for managing files, disks, printers, dictionaries, etc.); and **/Word.Lists**, the WordPerfect dictionary and thesaurus (containing the programs to check spelling and provide synonyms and antonyms).

PROTECTING YOUR INVESTMENT: HANDLING YOUR DISKS

Blank disks are not expensive. The information on a disk, however, is often valuable—and sometimes priceless. Here are a few suggestions to help you preserve the precious data on your disks:

- Guard against dust by never taking a 5¼-inch disk out of its jacket (envelope) until you are ready to place the disk in a disk drive. Fortunately, the 3½-inch disks do not require jackets, and the recording surface remains well protected.
- As soon as you remove a disk from a disk drive, return the disk to its jacket (if necessary), and then place the disk in a disk holder. Plastic flip-top disk holders are available at most computer stores.
- Keep disks away from extreme temperatures. A closed car on a hot day is a major culprit in destroying disks. Cold temperatures also damage disks.
- Never use a pen or pencil to write on the disk label of a 5½-inch floppy disk. Always use a soft felt-tip pen. Any sharp object (clipboards, paper clips, letter openers, staples, etc.) can damage the recording surface of a disk. (You *can* write on the 3½-inch disk labels with a ball-point pen.)
- Keep food and drink away from disks. Spilled coffee and dropped bread crumbs can damage information on disks.
- Don't touch the exposed recording surface of a disk.

With a little care, your disks can outlive your computer.

COMING OFF THE BENCH: MAKING BACKUP DISKS

The first rule for success with computer software is to *never use the original disks*; always use backups. The WordPerfect disks contain precious information that might be accidentally erased during normal use. Therefore, you should make a "backup" (copy) to substitute for the original set of disks. Then if information is erased from this backup, you can simply make another copy from the original.

The following procedure for copying your WordPerfect disks assumes that you are a new computer user and that you are using an Apple IIGS computer with one 3½-inch disk drive and one 5¼-inch disk drive. (You may use the same procedure even if you have two 3½-inch drives; or, if you know how, you may modify the procedure slightly to take advantage of both drives.) Don't worry if you miss the reason behind some of the steps. We will discuss copying disks in detail in Chapter 8, "Managing Your Disks." At this point, just be sure you perform each step carefully.

The method described here does not follow exactly the suggested procedure outlined in the WordPerfect Installation manual, but the end result will be the same.

Copying Your WordPerfect Disks

You will need the following:

- The three original WordPerfect disks: /WordPerfect, /Utilities, and /Word.Lists.
- Three blank 3½-inch disks, on which you will make copies of the three original WordPerfect disks.
- Three disk labels. These rectangular stickers come with each box of blank disks. You can also use 2- by 3-inch self-adhesive labels, available at any office supply store.
- A felt-tip pen for writing on the labels.

Follow these steps to copy your WordPerfect disks:

Step 1. Open the write-protection tab on each of the three *original* WordPerfect disks.

See Figure 3.1 to see how to push the write-protection tab to *open*. This step protects the original disks from accidentally being erased or written over.

Step 2. Insert the /Utilities disk into your 3½-inch disk drive.

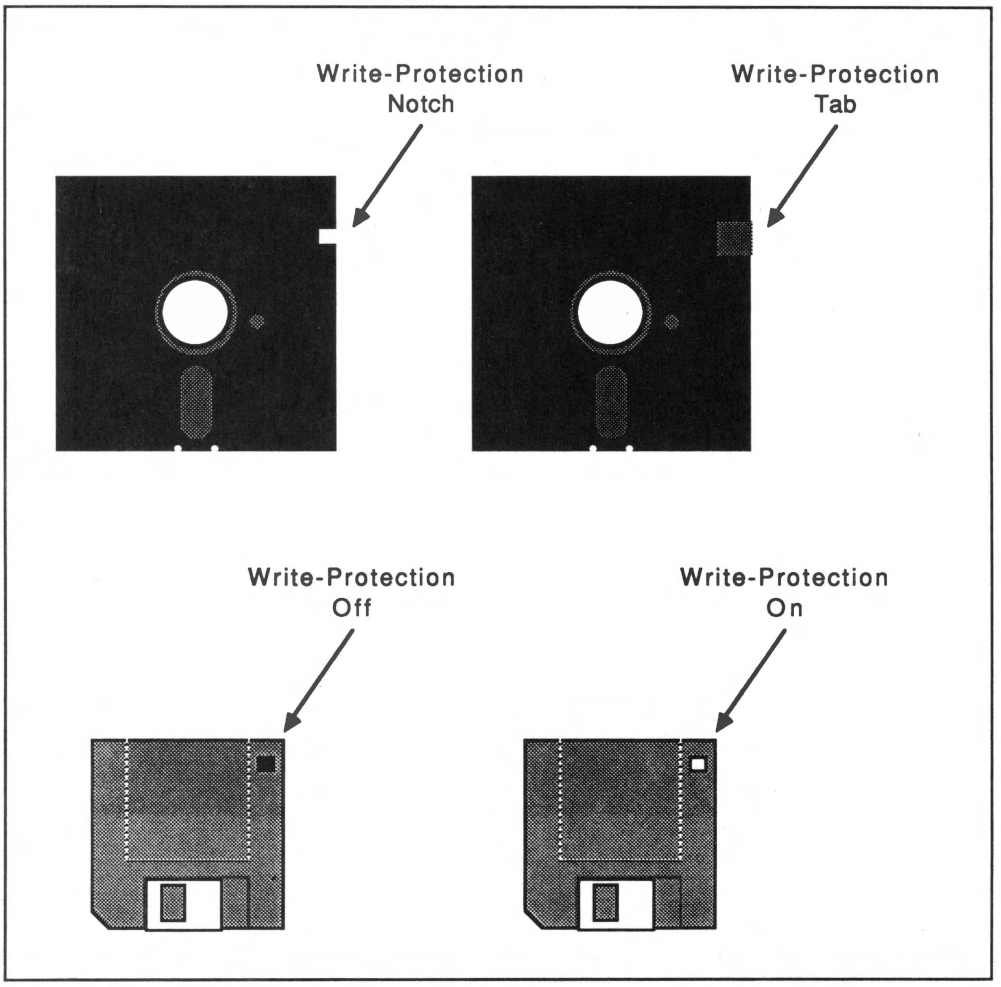

Figure 3.1 Disk Write Protection. For 5¼-inch floppy disks, write protection is *on* when a tab covers the write-protection notch.

Step 3. Turn on your computer.

(If your monitor is on a separate switch, you must also turn it on.) You will see the red light on the disk drive turn *on* and hear a whirring sound as the computer reads information from the /Utilities disk. After about 90 seconds, the red light will go out, and you will see a screen that looks like Figure 3.2. This screen is called the *desktop* (a metaphor for a person's work desk). The small pictures (of a disk and a disk drive) are called *icons* (which show what is available on the desktop).

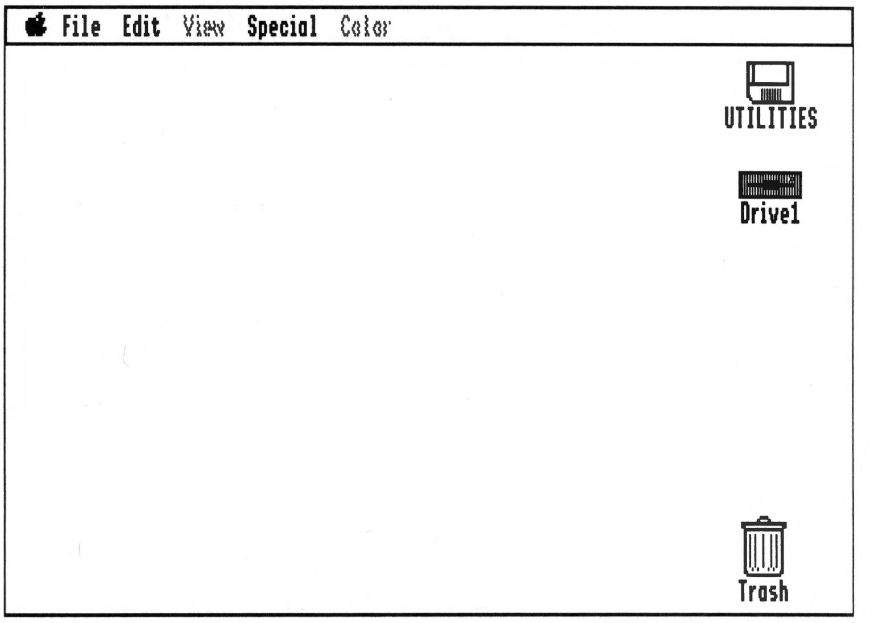

Figure 3.2 The Apple IIGS desktop.

Step 4. Eject the /Utilities disk by pressing the disk drive button (to the right of the insert slot).

Step 5. Insert a blank diskette into the disk drive.

If the disk has not been initialized (which it shouldn't have been), you will see the dialog shown in Figure 3.3.

Step 6. Click on Initialize (a "button" in the dialog) to verify that you want to initialize the disk.

The computer now displays the dialog shown in Figure 3.4 asking you to type the name of the new disk.

Step 7. Type **UTILITIES.WRK** and press RETURN (or click on OK).

The red light on the disk drive will turn *on* and the program will begin to initialize (format) the disk. After about 45 seconds, the disk drive light will go *off*. The disk icon with the name UTILITIES.WRK appears on the desktop to represent the /Utilities.Wrk disk, where the suffix .Wrk stands for "Working," since the new disk is your working utilities disk.

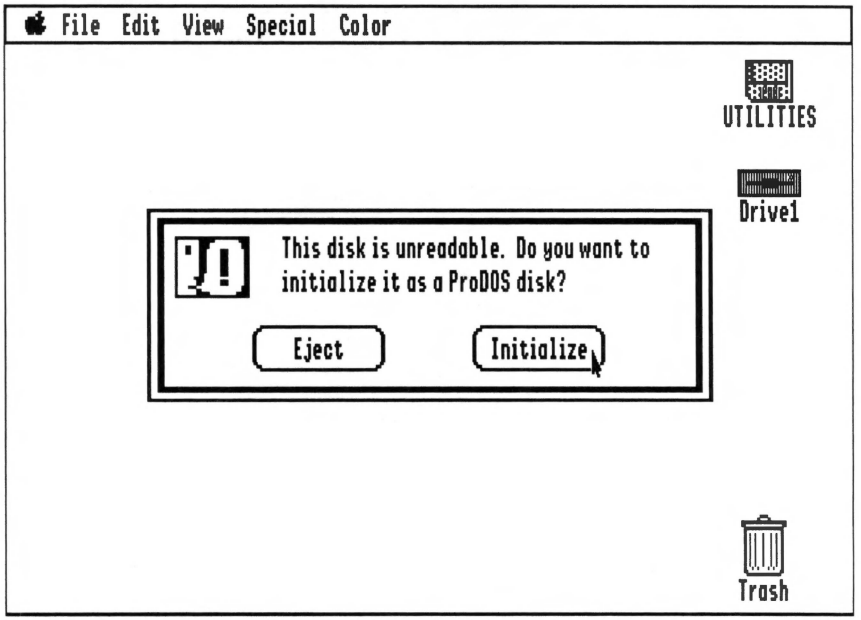

Figure 3.3 The Initialization dialog.

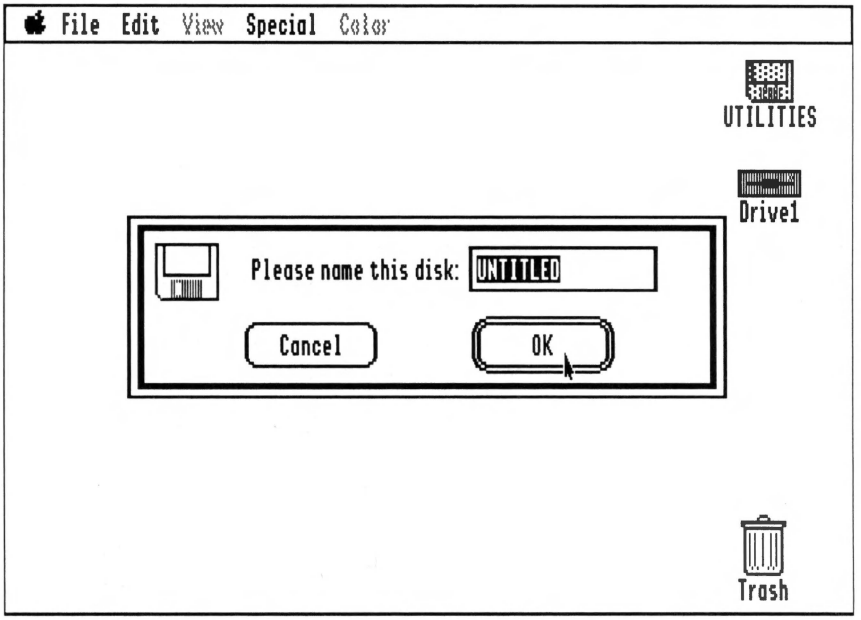

Figure 3.4 The Disk Name dialog.

Step 8. Drag the UTILITIES icon over the UTILITIES.WRK icon.

(See Chapter 2, "Introducing the Tools," for instructions on how to drag objects.) You will now see the dialog shown in Figure 3.5.

Step 9. Click on OK to verify that you want to copy /Utilities onto /Utilities.Wrk.

You want to completely replace the contents of UTILITIES.WRK (which at this point has no contents) with the contents of UTILITIES. Another dialog appears on the screen asking you to exchange the /Utilities.Wrk disk for the /Utilities disk, as shown in Figure 3.6.

Step 10. Eject /Utilities.Wrk from the disk drive by pressing the eject button on the drive, insert /Utilities, and press RETURN (or click on OK).

The computer reads the /Utilities disk for a few seconds and then displays another dialog asking you to exchange disks again (see Figure 3.6).

Step 11. Repeat step 10 until the entire disk is copied.

The number of times you have to exchange disks depends upon the amount of memory (RAM) available in your IIGS. With 1.5 Mb (megabytes) of RAM, for example, you don't have to repeat step 10 at all.

Step 12. Drag the /Utilities and the /Utilities.Wrk icons to the garbage can to eject the current disk and remove the icons from the desktop.

Step 13. Write **/Utilities.Wrk** on a disk label and place the label on the /Utilities.Wrk disk.

This completes the process of preparing your utilities work disk.

Step 14. Insert the /WordPerfect disk into the disk drive, then immediately eject the disk by pressing the eject button on the disk drive.

This places the /WordPerfect icon onto the desktop. The icon, however, is shaded to indicate that the disk is not on-line.

Step 15. Insert another blank disk into the disk drive and follow steps 5 through 7 to initialize the disk; but this time type **WORDPERFECT.WRK** as the name of the new disk, since it will become your WordPerfect working disk.

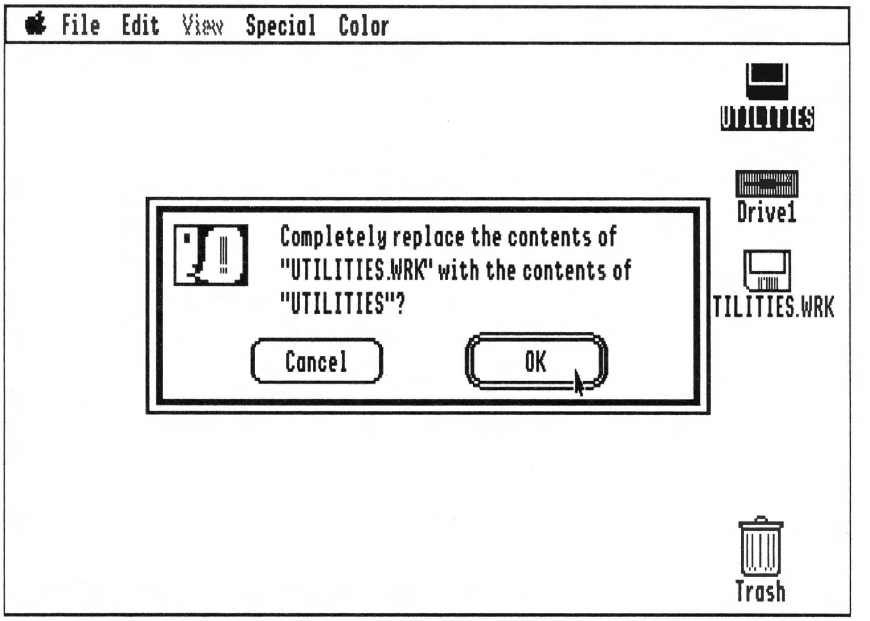

Figure 3.5 The Copy Disk dialog.

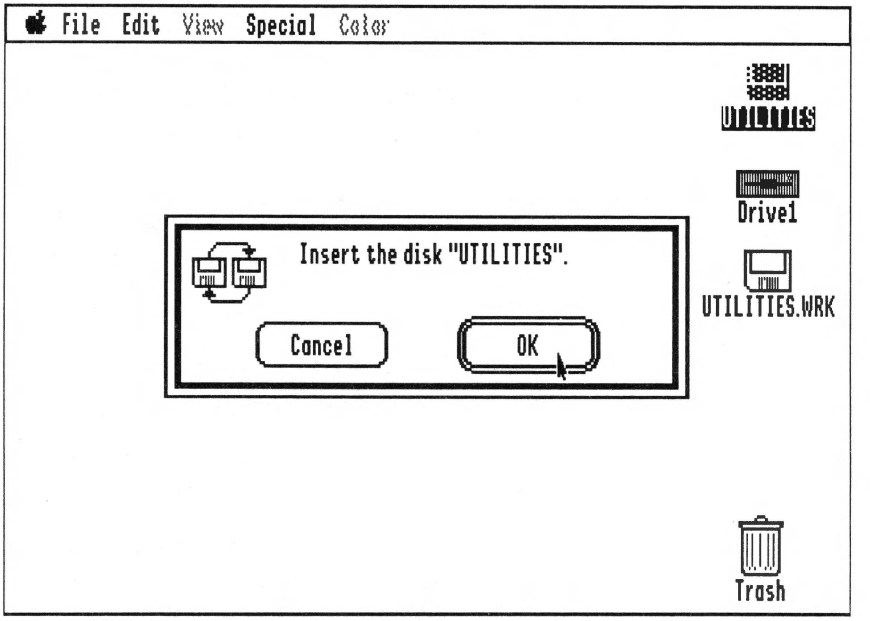

Figure 3.6 The Exchange Disk dialog.

Step 16. Eject /WordPerfect.Wrk from the disk drive and insert the original /WordPerfect disk.

Step 17. Drag the /WordPerfect icon onto the /WordPerfect.Wrk icon, and follow steps 9 through 12 to make your backup copy of /WordPerfect.

(Substitute "/WordPerfect" for "/Utilities," and "/WordPerfect.Wrk" for "/Utilities.Wrk" whenever they appear in steps 9 through 13.)

Step 18. Make a backup copy of /Word.Lists.

Repeat steps 14 through 17 above to make a backup copy of /Word.Lists (which you should call /Word.Lists.Wrk).

Now put the original WordPerfect disks aside in a safe place. Hopefully, you will never need to use these disks again; keep them only for making emergency backups in case your current copies are damaged. (For more information on copying and using backup disks, see Chapter 8, "Managing Your Disks.")

MASTERS AND SLAVES: SYSTEM AND DATA DISKS

There are two major categories of disks: masters and slaves. *Master* disks (more commonly called *system* disks) are those that contain the disk operating system (Apple ProDOS) and that you can use to start up your computer. That is, you can put a system disk in a disk drive, turn on your computer, and the computer will work. The /Utilities and the /WordPerfect disks, for example, are system disks. (These are master disks because they contain the ProDOS program and the System folder.)

Slave disks (more commonly called *data* disks) are those that contain only data (in the form of programs, document files, financial information, etc.) and do not contain the disk operating system. They cannot be used to start up the computer system. The /Word.Lists disk, for example, is a slave (or data) disk. (It does not contain the ProDOS program or the System folder.)

Since your /WordPerfect.Wrk disk is a master disk, you can use it to boot your system. Furthermore, the disk has been configured so that WordPerfect automatically comes up on your computer screen when you boot the disk.

SLAVE LABOR: DATA DISKS

The WordPerfect system disk has limited capacity for storing additional files, so you should make a slave (data) disk especially for holding your document files. We will call this the "data disk," since your WordPerfect letters, reports, and other documents are a type of data.

Making a Data Disk

You need the following:

- The /Utilities.Wrk disk
- A blank disk.

  If your system has one or two 3½-inch disk drives but no 5¼-inch drive, the blank disk should be a 3½-inch disk.

  If you have a 5¼-inch disk drive, the blank disk should be a 5¼-inch floppy disk.

  If you also have a hard drive, you should complete this section and then configure your system as described in the next section.
- A felt-tip pen and disk label.

Follow these steps to make a data disk:

Step 1. If you are continuing from the backup procedure given above, skip to step 2. Otherwise, put your /Utilities.Wrk disk in your 3½-inch disk drive and, if your computer is off, turn it on.

Step 2. If have a 5¼-inch disk drive, put the blank disk in that drive and close the drive door.

If you have a second 3½-inch disk drive, put the blank drive there.

If your only disk drive is one 3½-inch drive, eject the /Utilities.Wrk disk and insert the blank disk.

You will see a dialog similar to the one shown in Figure 3.3.

Step 3. Click on Initialize in the dialog to verify that you want to initialize the data disk.

The computer now displays a dialog (similar to the one in Figure 3.4) asking you to give the name of the new disk.

Step 4. Type **DATA.WP** and press RETURN (or click on OK).

After about 45 seconds, initialization will be complete.

Step 5. With the felt-tip pen, write on a new disk label, "/Data.WP"; then remove the newly initialized disk from the disk drive and attach the label to the disk.

This completes the creation of the data disk on which you will save your letters, reports, and other WordPerfect documents.

THE HARD FACTS: SETTING UP WORDPERFECT ON A HARD DISK

If you have a hard-drive system, you should follow these steps to set up WordPerfect on your hard disk:

Step 1. With no disks in your floppy-disk drives, turn *on* your computer (and turn *on* the hard drive, if it has a separate *on/off* switch) to boot the system from your hard disk.

Step 2. Create a new folder, called WORDPERFECT, on your hard drive.

If you don't know how to create a new folder, check the instruction manual to your hard drive or read the "Hard Drive" section of the "Installation" section in the back of your WordPerfect manual.

Step 3. Insert the /WordPerfect.Wrk disk (*not* the original /WordPerfect disk; see above) into the 3½-inch disk drive.

Step 4. Copy all the files and folders from the /WordPerfect.Wrk floppy disk (except PRODOS and SYSTEM) into the WORDPERFECT folder on your hard drive.

If you don't know how to copy files and folders, see the "Hard Drive" section of the "Installation" section in the back of your WordPerfect manual.

Step 5. Eject the /WordPerfect.Wrk disk and insert the /Word.Lists disk into the 3½-inch disk drive.

Step 6. Copy the two files WP.DICTIONARY and WP.THESAURUS from /Word.Lists into the WORDPERFECT folder of your hard drive.

This completes the setup of WordPerfect on a hard drive. WordPerfect is ready to run.

MAKING A GOOD IMPRESSION: CONFIGURING YOUR PRINTER

Your final task is to tell WordPerfect what printer you are using. We assume that you have only one printer and that it is connected to your computer in the normal way (through the IIGS printer port). (If you have more than one printer, check with your dealer to find out the printer port through which each printer is attached to your computer.)

Telling WordPerfect About Your Printer

You need the following:

- The /WordPerfect.Wrk disk (created above).
- A knowledge of the brand and model of your printer. You may need to check your printer user's manual to get this information.

Follow these steps to tell WordPerfect about your printer:

Step 1. If your Apple IIGS computer is *off*, put the /WordPerfect.Wrk disk in the disk drive and turn *on* your machine.

If you have a hard-drive system, you don't need to use the /WordPerfect.Wrk disk; just boot from your hard drive, open the hard-drive disk by double-clicking on the hard-drive icon, double-clicking on the WORDPERFECT folder icon, and double-clicking on the WP.SYS16 icon. When the light on the disk drive goes *off*, the screen shown in Figure 3.7 appears. [*Note:* This and other screen displays are for WordPerfect version 2.0; if you have WordPerfect version 2.1, the top line of menu items will also include Windows.]

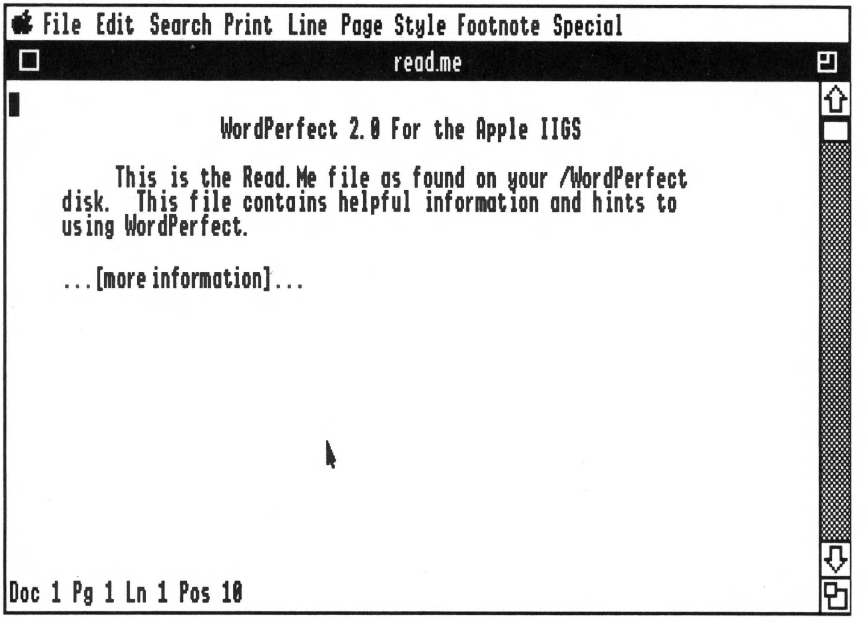

Figure 3.7 The WordPerfect document screen. The WordPerfect READ.ME document may be on the screen, but may be different for each release of WordPerfect for the Apple IIGS. [*Note:* If you have WordPerfect version 2.1, the top line of menu items will also include Windows.]

The READ.ME file appears on the screen each time you start WordPerfect until you remove or change the STARTMAC via the File/Defaults feature (see steps 14 and 15 below).

Step 2. Use the mouse to choose Print/Printer Control.

To do this, move the mouse so that the mouse arrow is on the word Print in the menu bar, hold down the mouse button, drag the mouse down until the highlight indicator is over Printer Control, and then release the mouse button. You will see a screen that looks like Figure 3.8.

Step 3. Click on 3 (Select Printers) to obtain the Printer Selection screen.

Step 4. Click on the up- or down-arrow of the menu bar under Printer #1 to scroll the list of printers up or down until your printer appears in the window. (Or you can type letters to begin spelling the name of the printer and press SPACE BAR to fill in a word, similar to the method for selecting features in the Help menu.)

For example, if you have an Apple ImageWriter II, click on the up-arrow until the scroll bar is at the top of the window. If your printer

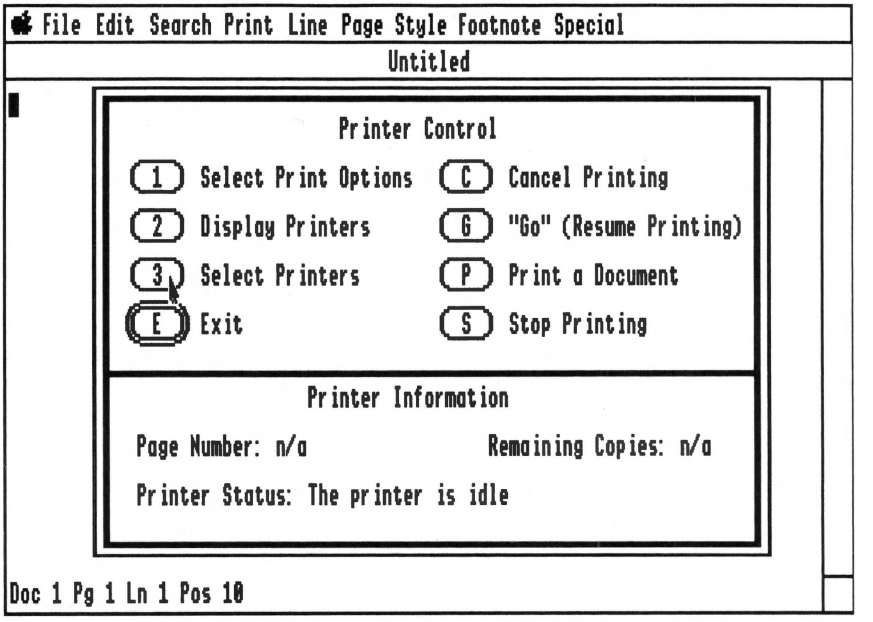

Figure 3.8 The Printer Control dialog.

does not appear anywhere in the list, press Cancel three times (to exit the Select Printers window), click on E (to exit Printer Control), quit WordPerfect by pressing APPLE-**Q**, click on No (you don't want to save the document), and skip the following steps to the next section, "Using an Alternate Printer File."

Step 5. Click on the name of your printer.

For example, use the mouse to move the arrow to the words "Apple ImageWriter II" and click the mouse button. The printer name becomes highlighted.

Step 6. Click on the up- or down-arrow of the menu bar under Printer Cards until your printer card appears in the window.

For example, if you use the normal Apple IIGS printer port, click on the up-arrow until the scroll bar is at the top of the window where you can see "Apple IIGS Port."

Step 7. Click on the name of your printer card.

For example, use the mouse to move the arrow to the words "Apple IIGS Port" and click the mouse button. The printer card name becomes highlighted.

Step 8. Select the type of forms you use.

Click on one of the three buttons in the lower right corner of the screen: Continuous (the normal fan-fold computer paper), Hand Fed (you feed the printer one sheet at a time), or Sheet Feeder (a commercial sheet feeder is attached to the printer). The center of the button of your choice should be highlighted.

Step 9. Make sure the Slot number is 1.

If a 1 does not appear in the box to the right of Slot, click on the box several times until 1 appears. (Clicking causes the numbers to increase, but after the words "Print to Disk" appear, the next click will cause Slot 1 to appear.)

Step 10. When everything on the Printer Selection Screen appears to be the way you want it, click on OK at the bottom of the screen (or press RETURN).

For example, if you have an Apple ImageWriter II connected to the Apple IIGS port, the screen should appear like Figure 3.9 before you choose OK.

Step 11. When Printer #2 appears on the Printer Selection screen, choose Cancel (since you only have one printer).

If you *do* have more than one printer, make a second selection by following steps 4 through 10.

Step 12. Choose Cancel again (since you do not have a Printer #3).

Step 13. Choose Exit from the Printer Control screen to return to the main WordPerfect screen.

Step 14. Choose File/Defaults (or press APPLE-**D**).

WordPerfect displays the Defaults, Save and Restore dialog (see Figure 3.10).

Step 15. Click on the box next to "Execute STARTMAC on Startup," to clear the X (which prevents the file READ.ME from appearing on the screen when you run WordPerfect or prevents execution of any user-defined STARTMAC macro).

You should also make sure that boxes next to "Formatting Variables" and "Keyboard Equivalents" are marked with an X, and that the button

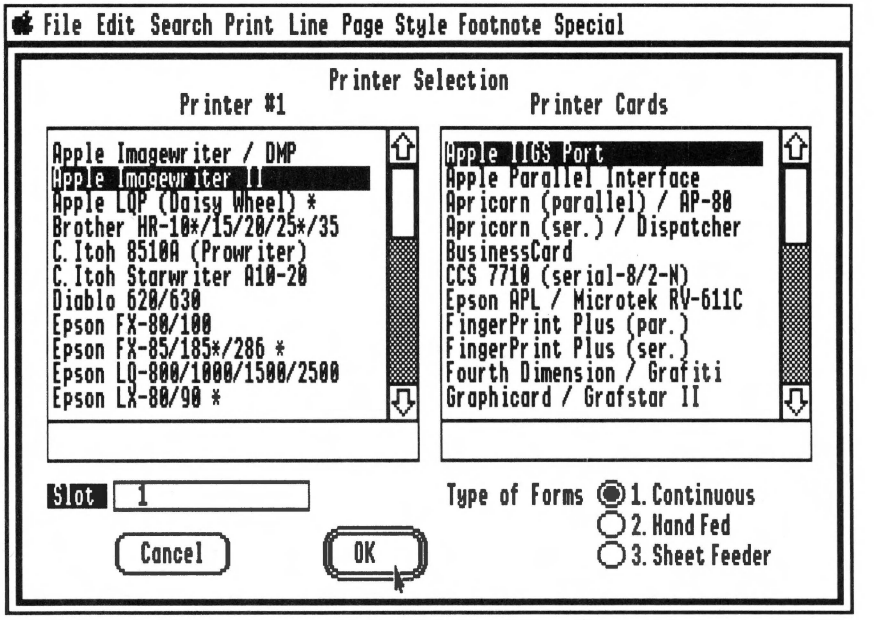

Figure 3.9 The Printer Selection screen, after selecting the Apple ImageWriter II and the Apple IIGS port. Your Printer Selection dialog may have a different list of printers and cards than the one shown here has.

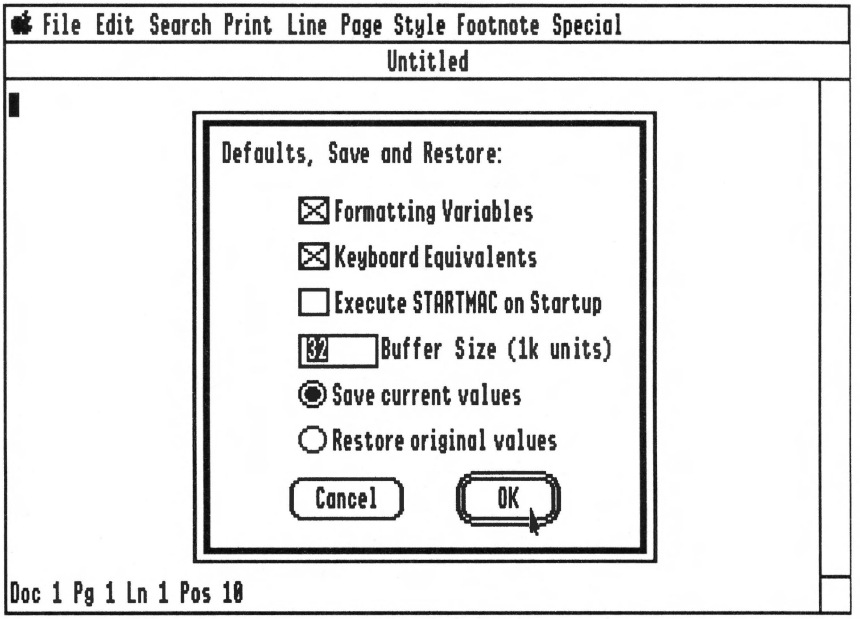

Figure 3.10 The Defaults, Save and Restore dialog.

next to "Save current values" is *on* (the button is filled in), as shown in Figure 3.10. (Leave the Buffer Size to its default value.)

Step 16. Click on OK to save the defaults (printer specifications, etc.).

Step 17. Choose File/Quit (with the mouse) or press APPLE-**Q** (from the keyboard) to exit WordPerfect.

Always exit WordPerfect through the Quit command, never by simply turning off the computer.

Step 18. When WordPerfect asks you if you want to save Document #1, click on the No button or press **N**.

USING AN ALTERNATE PRINTER FILE

If your printer brand does not appear on the list of printers from Step 4 of the section "Telling WordPerfect About Your Printer," follow these steps:

Step 1. Place the /Utilities.Wrk disk into your 3½-inch drive, and (with no other disk on-line) turn *on* your computer (or reboot the system by simultaneously holding down APPLE and CONTROL and then tapping RESET).

The ProDOS desktop (with the disk icon for /Utilities.Wrk) appears on the screen.

Step 2. Place /WordPerfect.Wrk on-line.

If you have two 3½-inch drives, simply place /WordPerfect.Wrk into the second drive; otherwise, eject /Utilities.Wrk, insert /WordPerfect.Wrk, eject /WordPerfect.Wrk (this leaves the /WordPerfect.Wrk icon on the desktop), and reinsert /Utilities.Wrk.

Step 3. Double-click on the /Utilities icon to open the disk.

WordPerfect displays the Utilities window.

Step 4. Drag the icon for the file WP.PRINTER.1 onto the /WordPerfect.Wrk disk icon.

Step 5. If directed to do so, eject /Utilities.Wrk, insert /WordPerfect.Wrk, and click on OK.

If you have only one 3½-inch drive, you will have to perform this step. If you have two 3½-inch drives, you may skip this step.

Step 6. Click on the close box in the upper left corner of the Utilities window.

Step 7. Place /WordPerfect.Wrk in your main 3½-inch disk drive and reboot the system (by simultaneously holding down APPLE-CONTROL-RESET).

Step 8. Choose File/File Management and, if necessary, click on the disk icon (in the upper left corner of the window) to view the files in /WordPerfect.Wrk, choose WP.PRINTER, click on the Delete button, click on Yes (this deletes the original printer file), choose WP.PRINTER.1, click on Rename, type WP.PRINTER (to rename WP.PRINTER.1 to WP.PRINTER), and click on Exit (to return to the WordPerfect document window).

Step 9. Repeat the steps in the section "Telling WordPerfect About Your Printer."

This time, WordPerfect uses the list of printers given in the new WP.PRINTER (which was WP.PRINTER.1) rather than in the old WP.PRINTER.

Step 10. If you don't find your printer in the new list of printer names, repeat steps 1 through 9 (in this section); but this time copy WP.PRINTER.2 to the /WordPerfect.Wrk list, delete the (now old)

WP.PRINTER, rename WP.PRINTER.2 as WP.PRINTER, and again repeat the steps in "Telling WordPerfect About Your Printer." If you still don't find your printer, repeat this step for WP.PRINTER.3, WP.PRINTER.4, etc., until your printer is found. If you never find your printer, read Appendix C, "Using Your Printer."

You are now ready for Chapter 4, "Drafting a Letter."

In this chapter you have made backup copies of your three WordPerfect disks, prepared a data disk (/Data.WP, for holding your WordPerfect documents), and selected the printer used by your computer system.

Congratulations! Your WordPerfect is now ready to go. You should, however, take a few minutes to look at Appendix B, "Customizing WordPerfect," to see if you want to make any other changes to WordPerfect before you use it to write documents.

SELF-TEST

1. The WordPerfect package includes a glossy cardboard folded sheet containing a list of all the WordPerfect commands. This card is called the _____.

2. The three disks that come with the WordPerfect package are _____, _____, and _____.

3. When writing on a 5¼-inch floppy disk label, always use a _____ pen.

4. A disk used to start the computer is a _____ disk; one used simply to store data (such as a WordPerfect document) is a _____ disk.

5. When you want to do word processing with WordPerfect, the main disk used to start up your computer is called /_____.

Chapter 4

Drafting a Letter

WHAT'S YOUR STATUS? THE WORDPERFECT STATUS LINE

WINNING BY DEFAULT: INITIAL SETTINGS

TYPING THE LETTER
- The Insert Date Command
- Word Wrap

THE BIG PICTURE: THE DOCUMENT WINDOW

SAVE IT FOR A RAINY DAY: CLOSE AND SAVE

SELF-TEST

Business managers use them. Scientists and doctors use them. Secretaries, homemakers, and kids use them. Legislators, airline stewards, plumbers, and custodians use them. Almost everyone, ages eight to eighty, uses this most fundamental of interpersonal communications: letters. No single use of word processing is more basic—or more important—than writing letters.

In this and the following three chapters, we will guide you through the complete process for drafting, editing, formatting, and printing a letter, and at the same time we will introduce you to the basic functions of WordPerfect. With the completion of these chapters, you will be able to use WordPerfect to write a neat, accurate, well-formatted letter.

If you have completed the initial setup outlined in Chapter 3, "Setting Up WordPerfect," you are ready to begin typing a letter. Just place the WordPerfect system disk (labeled /WordPerfect.Wrk) in a disk drive and then turn *on* the computer. (If you haven't completed the setup, follow the instructions in Chapter 3 before beginning this section.)

After approximately 30 seconds, the WordPerfect logo and copyright information appear. After another 30 seconds, the logo and copyright information disappear from the screen, the red light on the disk drive goes off, and the WordPerfect document window appears on the screen.

WHAT'S YOUR STATUS? THE WORDPERFECT STATUS LINE

You now see the menu bar (containing ten different menu names across the top of the screen) and the document window. (See Chapter 2, "Introducing The Tools," for a complete description of the document window.) Notice the block cursor in the upper left corner of the window and the status line at the lower left of your screen. The status line indicates the document number, the page, and the location of the cursor on the page (see Figure 4.1). [*Note:* This and other screen displays are for WordPerfect version 2.0; if you have WordPerfect version 2.1, the top line of menu items will also include Windows.]

When you first turn on WordPerfect, the cursor is located at the top left of the screen and the status line reads:

Doc 1 Pg 1 Ln 1 Pos 10

- **Doc 1** indicates that you are typing in document 1. WordPerfect allows you to work on several documents at a time. (The only limitations to the number of documents are the amount of memory in your Apple IIGS and the amount of available disk space; see

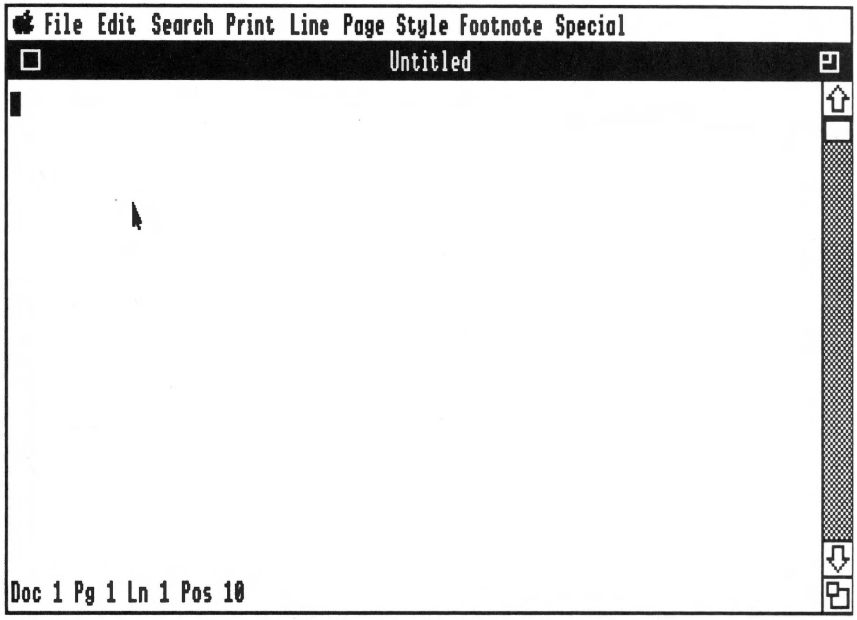

Figure 4.1 The WordPerfect document window showing the block cursor and status line. [*Note:* If you have WordPerfect version 2.1, the top line of menu items will also include Windows.]

Chapter 19, "Multiple Documents and Windows.") For now, you should remain in document 1.

- **Pg 1** indicates that you are currently typing on the first page of document 1. This page number will change automatically when the text exceeds one printed page.
- **Ln 1** indicates that the block cursor is on the first line of a page. The line number will change automatically when the text exceeds one line.
- **Pos 10** indicates the horizontal placement of the block cursor. The position number changes automatically as you type each character.

In addition, a status line message indicates when certain features are functioning (see Figure 4.2):

- Pos (underlined) indicates that the underline feature is *on*.
- **Pos** (boldface) indicates that the bold feature is *on*.
- POS (uppercase) indicates that Caps Lock is *on*.

Status Line Message	Explanation
Pos	Typed characters will be underlined.
Pos	Typed characters will be bolded.
POS	Typed characters will be capitalized.
Merge	A merge is being executed.
H	The hyphenation feature is on.
N	The Number Pad will function as a numerical keypad rather than as cursor movement keys.
S	The next character typed will be superscripted.
s	The next character typed will be subscripted.
Typeover	Typed characters will replace existing text, instead of being inserted in front of the text.
Block On	The highlighted text has been defined as a block and will be acted upon as a unit.
Macro Def	A macro is being defined.
Adv up	The text will be printed 0.5 line above regular text.
Adv dn	The text will be printed 0.5 line below regular text.
Align Char =	Indicates which symbol is being used to align text or numbers.

Figure 4.2 Summary of status line messages.

- **S** indicates that the next character typed will be superscripted.
- **s** indicates that the next character typed will be subscripted.
- **Adv up** or **Adv dn** (with the amount of the advance) and a new line number indicate that the next character typed will be printed one half-line above or below the regular text.
- **Block On** indicates that the highlighted text has been defined as a block and will be acted upon as a unit.
- **N** indicates that the number pad is functioning as a numerical keypad rather than as cursor movement keys.
- **Typeover** indicates that typed characters will replace existing text, rather than being inserted in front of existing text.
- **H** indicates that the hyphenation feature is on.
- **Align Char** = (symbol) indicates which symbol is being used to align text or numbers.
- **Macro Def** indicates that a macro is being defined.
- **Merge** indicates that a merge is being executed.

More than one of the above messages may appear on the screen at a time.

WINNING BY DEFAULT: INITIAL SETTINGS

Don't worry at this point about setting margins or spacing, because WordPerfect automatically provides initial or *default* settings. These defaults are as follows (see Figure 4.3):

- Side margins: a 65-character line, with the left margin at 10 and the right margin at 74.

  For pica type (the default) this gives one-inch left and right margins on a standard 8½- by 11-inch piece of paper.

- Top and bottom margins: a top margin of 6 lines (one inch) and 54 lines of text (which leaves a one-inch bottom margin).
- Spacing: single spacing.
- Tabs: every 5 spaces.
- Pitch: 10 characters per inch.
- Page length: 54 text lines (leaves a one-inch bottom margin).
- Right justified: spacing is adjusted to keep the right margin even.

  WordPerfect adjusts the spacing between characters or words so that the printed lines are aligned on the right as well as on the left. This does not show up on the screen but only when you print your document.

  See Chapter 14, "Formatting a Report," for a detailed explanation of how to change these initial settings.

Initial Default Settings	
Side Margins	1 inch (left 10; right 74)
	Right margin justified (even)
Top Margin	1 inch (12 half-lines)
Bottom Margin	1 inch
Spacing	Single
Tabs	Every 5 spaces
Pitch	10 characters per inch (pica)
Page length	54 text lines

Figure 4.3 Summary of initial settings.

TYPING THE LETTER

With WordPerfect on the screen and Figure 4.4 as a guide, you are ready to start typing. Type the letter exactly as shown in Figure 4.4, following the instructions below (you will make formatting changes later).

Begin by typing the return address, beginning at line 1, position 10:

Ocean Breeze Bookstore

Notice that the position number changes as you type. After you have finished typing the word *Bookstore*, the status line should read **Doc 1 Pg 1 Ln 1 Pos 32**. Press RETURN to return the block cursor to the left of line 2 and note that the line number changes.

Continue with the rest of the return address. If you make any typing errors, erase them by using DELETE and continue typing.

1212 San Ysidro Avenue
San Diego, CA 92101

After you have typed the zip code, press RETURN three times. Each time you press RETURN, the cursor moves down and to the beginning of a new line, and the line number in the status line changes. You should now be at the beginning of line 6. (If you have gone too far, e.g., to line 10 or 11, press DELETE until the cursor gets back to line 6, or click the mouse pointer at the beginning of line 6.)

The Insert Date Command

You can use the Apple IIGS built-in clock and calendar and WordPerfect's Date feature to automatically insert the date in your letter. Choose Special/Insert Date (by pointing at Special on the menu bar, holding down the mouse button, dragging the mouse pointer to the Insert Date command as shown in Figure 4.5, and releasing the mouse button). WordPerfect automatically inserts the current date. The date will appear on the screen at the present location of the cursor (which should be Ln 6 Pos 10). (*Note:* The date will *not* be November 8, 1988, as shown in Figure 4.4, but will be *your current* date. If the inserted date is *not* your current date, consult your Apple IIGS User's Manual for how to use the Control Panel to set the internal clock.)

After WordPerfect inserts the date, press RETURN three times until you are on line 9 (as indicated on the status line). Then type the inside address and salutation as shown in Figure 4.4, remembering to press RETURN at the end of each line of the address.

Ocean Breeze Bookstore
1212 San Ysidro Avenue
San Diego, CA 92101

November 8, 1988

Mr. Dean E. Hamilton
1122 Calle Sandia
La Jolla, CA 92122

Dear Mr. Hamilton:

Thank you for your letter dated October 23, 1988, in which you ordered the book How to Housebreak Your Home Computer by Chip Hacking (HiTech Publishing Co., 1983). We appreciate your advance payment of $14.95.

Unfortunately, this book is no longer in print. Therefore, we are not able to fill your order at this time and have enclosed a refund check of $14.95. Our Used and Rare Books department will keep your order on file and notify you if the book becomes available.

Thank you for your business. If we can be of further service to you, please let us know.

Sincerely yours,

Reed A. Page
Manager

Enclosure

Figure 4.4 Sample letter to be typed.

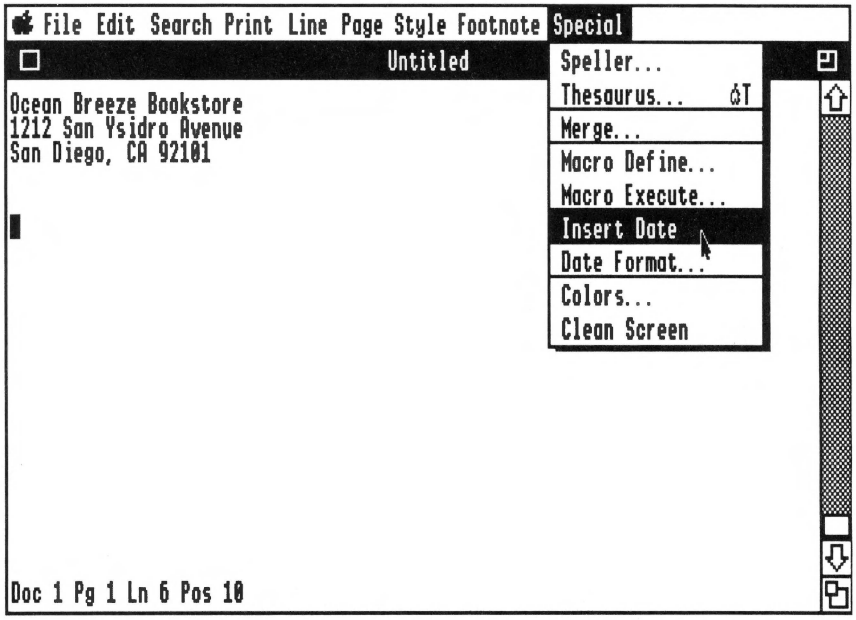

Figure 4.5 Inserting the date into the sample letter using the Special Insert Date command.

Word Wrap

With the cursor at the beginning of line 15, type the body of the letter. Typing complete lines and full paragraphs with a word processor requires a new way of thinking. Instead of pressing RETURN at the end of each line as you do on a typewriter (and as you did with the short lines of the inside address and salutation above), you should allow WordPerfect to automatically "wrap" the cursor to the next line.

Do *not* press RETURN after typing the words *in which you* of line 15 (see Figure 4.4). Just press the SPACE BAR and type **ordered**. WordPerfect automatically moves the word *ordered* to line 16 and allows you to continue typing. Press RETURN only at the end of the paragraph (line 18) and then press it again for double spacing between paragraphs.

If you press RETURN key at the end of each line, you will eliminate the word-wrap feature of WordPerfect and with it the ability to have WordPerfect make changes in the visual appearance of the page. That is, you will not be able to automatically update the screen when you change margins and insert or delete words. Your computer will then be little more than an expensive typewriter.

If you do forget and press RETURN at the end of a line, press DELETE to return to the end of the previous line and continue typing.

To underline the name of the book (Figure 4.4, line 16), type the space following the word *book* and then press APPLE-**U** (or choose Style/Underline). Notice that the letters Pos in the status line are underlined, indicating that the underline feature is on. After typing the title, press APPLE-**U** again. Note that the status line returns to normal, indicating that the underline feature is off.

THE BIG PICTURE: THE DOCUMENT WINDOW

Only a portion of the document (a maximum of 19 lines of text, plus the status line) appears in the window at one time (even fewer lines appear if you shrink the window using the size box). The additional lines are out of sight at the top and bottom of your screen. For example, when you reach line 20, the screen "scrolls" up, and line 1 (the first line of the inside address) moves out of sight (see Figure 4.6).

Line 1 is still in the computer's memory, however, and can be brought back onto the screen. To see the beginning of your document, drag the scroll box to the top of the scroll bar. The screen scrolls down, line 20 disappears at the bottom of the screen, and line 1 appears at the top. Now drag the scroll box back to the bottom of the scroll bar, click the mouse at line 20 to return to where you were typing, and then continue typing Figure 4.4.

SAVE IT FOR A RAINY DAY: CLOSE AND SAVE

After you have finished typing the sample letter (Figure 4.4), you should save it to the disk. Follow these steps to save the file and exit WordPerfect.

Step 1. Place the data disk (named /Data.WP, prepared in Chapter 3, "Setting Up WordPerfect") in a disk drive.

If you have two or more drives, leave the /WordPerfect.Wrk disk in the boot drive and place /Data.WP in another drive. If you have only one disk drive, remove the /WordPerfect.Wrk and replace it with /Data.WP.

Step 2. Choose File/Close (or press OPTION-**C**), or click on the close box (in the upper left corner of the document window).

The Save Document dialog (Figure 4.7) appears.

You now have three options:

- You can click on Yes (or press RETURN) to save Document #1 to the disk before beginning another document or before quitting WordPerfect. [*Note:* WordPerfect version 2.1 displays a Save button rather than Yes.]

File Edit Search Print Line Page Style Footnote Special

Untitled

1212 San Ysidro Avenue
San Diego, CA 92101

November 8, 1988

Mr. Dean E. Hamilton
1122 Calle Sandia
La Jolla, CA 92122

Dear Mr. Hamilton:

Thank you for your letter dated October 23, 1988, in which you ordered the book How to Housebreak Your Home Computer by Chip Hacking (HiTech Publishing Co., 1983). We appreciate your advance payment of $14.95.

Doc 1 Pg 1 Ln 20 Pos 10

Figure 4.6 Sample letter showing document scrolling. The first line of the document has scrolled off the top of the window; you can see the line again by moving the cursor back to the beginning of the letter.

- You can click on No to exit WordPerfect without saving Document #1.

  You would use this option *only* in the event that you do not want a document saved (a rare event) or if you have already saved the document and have not added anything to the document since it was saved.

- You can click on Cancel (to abort the File/Close feature and to return to Document #1 without saving anything).

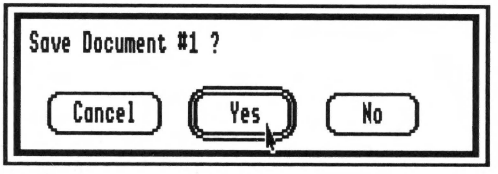

Figure 4.7 The Save Document dialog. This dialog appears whenever you close a document.

Step 3. Click on Yes.

WordPerfect now displays the Save Document Enter File Name dialog (Figure 4.8), which asks you to type in the name of the file. [If you have WordPerfect version 2.1, this dialog box will contain more information, including a scroll box with files already on the disk.]

Step 4. Type **/DATA.WP/LETTER.1** (the pathname for this document) and then click on OK (or press RETURN). [Version 2.1: Click on Save.]

The letter will be saved on the disk as LETTER.1. (See Chapter 9, "Managing Your Files," for a discussion of saving documents to the disk.) The red in-use light on the disk drive comes *on*, indicating that WordPerfect is writing the document onto your data disk. Do not touch the disk drive while the red light is *on*. The red light turns *off* after the document has been saved to the disk. The Exit dialog (Figure 4.9) appears. Again, you have three options:

- Click on Yes to exit (quit) WordPerfect in order to turn off your computer or execute another Apple IIGS program.
- Click on No (or press RETURN) to clear the screen (erase Document #1 from the screen but *not* from the disk) in order to begin a new document.
- Click on Cancel (to abort the File/Close feature and to return to Document #1).

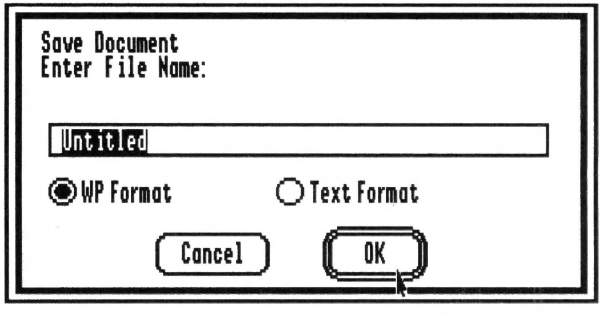

Figure 4.8 The File Name dialog, which asks you to type the name of the file to be saved. [If you have WordPerfect version 2.1, you will see a standard Macintosh-type Save file dialog.]

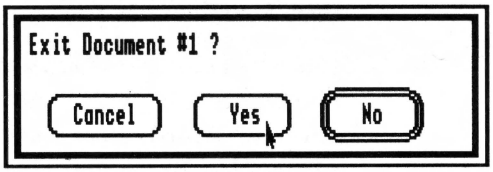

Figure 4.9 The Exit dialog, which asks you to verify that you want to exit WordPerfect.

Step 5. Click on Yes.

The ProDOS Start Next Program screen appears, or you are returned to whatever program you used to start WordPerfect.

You have successfully quit WordPerfect, and you may now turn *off* your computer.

SELF-TEST

1. The _____ indicates where the cursor is located according to the document, page, line, and horizontal position.

2. Do not press the RETURN key at the end of each full line. Instead, let the text automatically _____ to the beginning of the next line. Press RETURN at the end of the _____.

3. Explain what happens when you select each of the three options in the Save File dialog:

   Yes _____

   No _____

   Cancel _____

4. Explain what happens for each of the three options in the Exit WordPerfect dialog:

   No _____

   Yes _____

   Cancel _____

Chapter 5

Editing a Letter

FROM OUT OF NOWHERE: RETRIEVING A FILE

CLEARING THE SCREEN

WHERE AM I? THE CURSOR
- Moving the Cursor with the Mouse
- Moving the Cursor with the Keyboard

ABOVE AND BEYOND: DELETING TEXT
- The DELETE Key
- The DELETE RIGHT key
- Delete Word

THE LATEST EDITION: INSERT AND TYPEOVER
- Insert Mode
- Typeover Mode

YOU COULD BE REPLACED: SAVING THE EDITED VERSION

SELF-TEST

The time and frustration involved in editing a letter is sometimes enough to make you wish for a fairy godmother. With one wave of her magic wand, she could cast a spell on misspelled words and banish them forever. She could make unwanted phrases vanish into thin air. With an abracadabra, she could transform awkward sentences into things of beauty.

Now—introducing your fairy godmother, tah-dah!—WordPerfect. Yes, WordPerfect makes editing a letter so easy that it seems like magic. This chapter explains some of WordPerfect's editing "tricks," which will allow you to perform a little magic of your own.

FROM OUT OF NOWHERE: RETRIEVING A FILE

We will start by changing the letter drafted in Chapter 4. Place the WordPerfect system disk (labeled /WordPerfect.Wrk; see Chapter 3, "Setting Up WordPerfect") in the disk drive and the data disk in a second drive (if you have one) and turn on your computer. Wait until the Apple ProDOS and the WordPerfect title page disappear from your screen and the WordPerfect document window appears.

Now retrieve a copy of the letter you drafted in Chapter 4 onto the screen by following these steps:

Step 1. If you have only one drive, place the /Data.WP disk on-line.

If you have a two-drive system, you should have /Data.WP already on-line. (It is a good idea to place the desired disks on-line before booting the system to help WordPerfect know what hardware is available.)

If you have a single-drive system, remove /WordPerfect.Wrk from the disk drive and insert /Data.WP.

Step 2. Choose File/Retrieve.

WordPerfect displays the Retrieve File dialog shown in Figure 5.1. [If you have WordPerfect version 2.1, the Retrieve dialog will not appear or function like Figure 5.1. To use the version 2.1 Retrieve dialog, click on the scroll arrows until the file you want to retrieve comes into view (if necessary), click on the filename in the scroll box, and then click on Open. If the Retrieve dialog lists files from the wrong disk, put the desired disk on line, click on Disk, and then click on the desired filename. Skip step 3 below.]

Step 3. Type the pathname of the document to be retrieved:
/DATA.WP/LETTER.1
and click OK (or press RETURN).

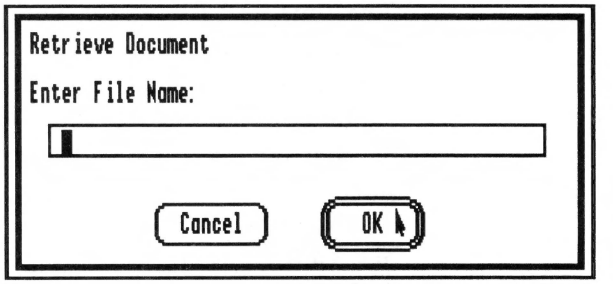

Figure 5.1 The Retrieve Document dialog. [If you have WordPerfect version 2.1, the dialog box presents a list of files from which to choose, rather than displaying an input box.]

With a two-drive system, WordPerfect immediately retrieves the document. (With a one-drive system, WordPerfect asks you to insert the /WordPerfect.Wrk disk. Click on OK and then, at the prompt, insert /Data.WP and click on OK again.) An exact copy of the letter on the disk appears on your screen at the cursor location.

The original letter remains on the disk, however, and any changes you make on the screen will not affect the disk version. (To update the disk copy, you must save the new screen version.) You can retrieve a copy of a document from the disk onto your screen at any time. Occasionally, you may want to bring a copy of a file from the disk and append it to the screen document you are working on. Usually, however, you want to retrieve a document from the disk to edit it.

CLEARING THE SCREEN

Think of the screen as a blackboard. Normally, you erase the blackboard before starting something new. When you first begin WordPerfect, you are given a clean screen. Once you have written on the screen, you should save the document and clear the screen (like erasing a blackboard) before starting a new document.To clear the screen, press OPTION-**C** (or choose File/Close), or click on the close box in the Title Bar of the window. The Save dialog appears. Click on the Yes button (or press RETURN) and save the document, name the file, and click on the No button in the Exit WordPerfect dialog. This clears the screen but allows you to remain in WordPerfect to begin another document.

WHERE AM I? THE CURSOR

A document retrieved from the disk will appear at the cursor location. It is important, therefore, to have the cursor located at the beginning of a clear screen. Figure 5.2 shows how the letter you typed

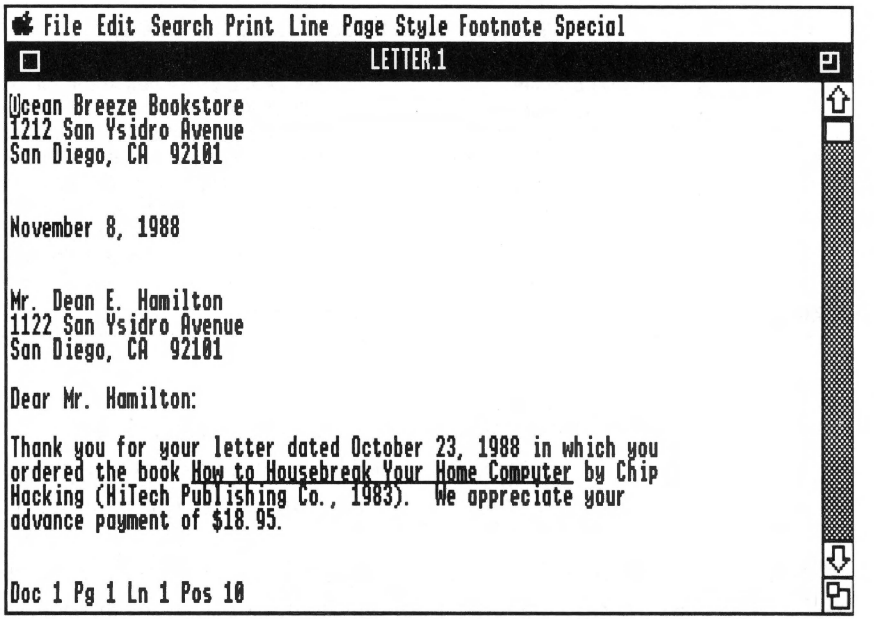

Figure 5.2 Retrieving Data.WP/Letter.1. An exact copy of the letter on the disk appears on the screen at the cursor location. The document window shows only 19 lines of the text.

in Chapter 4 appears when it is retrieved from the disk. Since the document window shows only a maximum of 19 lines of text at a time, the entire letter cannot be seen on the screen at once. You can, however, move the cursor around the screen in order to view the rest of the document. The cursor can be moved either by using the mouse or by using keyboard commands. Moving the cursor around the document does not make any changes in what you have typed.

Moving the Cursor with the Mouse

Moving the cursor with the mouse is very simple. Clicking the mouse arrow on a character anywhere on the screen moves the cursor to that location. Clicking the mouse arrow on the scroll arrow at the top of the scroll bar moves the cursor up one line of text. Clicking the mouse arrow on the scroll arrow at the bottom of the scroll bar moves the cursor down one line of text. Sliding the scroll box along the scroll bar moves the text to that location. Double-clicking the mouse arrow at the approximate location in the scroll bar will also move the cursor to that location.

Figure 5.3 summarizes the ways to move around the screen document using the mouse. Click the mouse on the capital *H* in the name *Hacking* in the document on the screen. Note that the status line shows

Moving the Cursor Using the Mouse	
Scroll up one line	Click on the arrow box at the top of the scroll bar
Scroll down one line	Click on the arrow box at the bottom of the scroll bar
Scroll up one window	Click on the scroll-bar below the scroll box
Scroll down one window	Click on the scroll bar above the scroll box
Scroll to beginning of document	Drag the scroll box to the top of the scroll bar
Scroll to end of document	Drag the scroll box to the bottom of the scroll bar
Scroll to middle of document	Drag the scroll box to the middle of the scroll bar
Go to a specific character	Click on that character with the mouse

Figure 5.3 Summary of methods to move the cursor using the mouse.

the new position of the cursor (Line 17, Position 10) and the scroll box shows the location of the cursor in regard to the end of the document (Line 17 is in about the middle of the document).

Moving the Cursor with the Keyboard

The keyboard can also be used to move the cursor around the document. Moving the cursor with the keyboard commands does not change what you have written. For example, the UP and DOWN ARROW keys move the cursor up or down one line. The LEFT and RIGHT ARROW keys move the cursor left or right one character.

The Apple IIGS number pad keys (see Figures 2.8 and 5.4) also move the cursor. (*Note:* make sure that the Number Lock is not on.)

In addition, for fast cursor movement, you can use WordPerfect's Preassigned Keyboard Equivalents (or create user-defined keyboard equivalents of your own; see Appendix B) or use the Help feature. Figure 5.5 summarizes the commands for moving the cursor using the Preassigned Keyboard Equivalents. Note in the figure that a dash (-) between two keys such as OPTION-LEFT ARROW means to depress the first key (the OPTION key) and while holding it down, press the second key (LEFT ARROW). A comma between two keys means to press each key separately; for example, HOME, HOME, UP ARROW means to tap HOME (the 7 or the 5 key) twice and then tap the UP ARROW key (on the keyboard or the number pad).

Practice moving the cursor around the screen using the cursor movement commands listed above; then position the cursor at Ln 1 Pos 1.

ABOVE AND BEYOND: DELETING TEXT

The easiest editing changes to make are those for erasing (deleting) text with either the DELETE key or the DELETE RIGHT key (the period key on the number pad). You must show caution in pressing

Left-Right Cursor Movement Keys	
To Move:	Press:
One character left	4 or Left-Arrow
One character right	6 or Right-Arrow
Beginning of line	Home, 4
End of line	Home, 6
Beginning of line before codes	Home, Home, Home, 4
Up-Down Cursor Movement Keys	
To Move:	Press:
Up one line	8 or Up-Arrow
Down one line	2 or Down-Arrow
Up one screen	Home, 8 or +
Down one screen	Home, 2 or -
Up one page	9
Down one page	3
Beginning of document	Home, Home, 8
Beginning of text before codes	Home, Home, Home, 8
End of text	Home, Home, 2

Figure 5.4 The Number Pad commands. Also see Figure 2.8.

these keys, however, because if you hold them down too long, they may erase too much text.

The DELETE Key

The DELETE key erases the character immediately left of the cursor. For example, if you were to position the cursor underneath the letter *l* in the word *black* and press DELETE, the letter *b* to the left of the cursor would be erased and the word *lack* would remain. WordPerfect automatically aligns the spacing to the right of the letter which has been erased.

In this same way, you can make simple changes or correct misspellings in a letter by pressing DELETE to erase characters located to the left of the cursor. For instance, we will change the letter on the screen (Figure 5.2) to correspond to Figure 5.6.

To change the name *Hamilton* to *Hamil*, click the mouse at the end of the first line of the inside address, then press DELETE to erase the *n*, *o*, and *t*. To change the name in the salutation, click the mouse arrow on the semicolon and then press DELETE three times to erase the *n*, *o*, and *t*, and move the semicolon to the left.

Preassigned Keyboard Equivalents for Cursor Movement	
To Move:	Press:
One word left	Option-Left-Arrow
One word right	Option-Right-Arrow
Beginning of line	Apple-Comma (,)
End of line	Apple-Period (.)
Beginning of Document	Apple-1
End of Document	Apple-9
Go To Character	Apple-g
Home	Option-Return

Figure 5.5 Summary of commands for moving the cursor using the Preassigned Keyboard Equivalents.

If there is a space to the left of the cursor, pressing DELETE erases that space. If the cursor is located at the left edge of the line, pressing DELETE erases the RETURN at the end of the preceding line and moves the current line of text to the end of the preceding line.

The DELETE RIGHT Key

The DELETE RIGHT (the period key on the number pad; see Figure 2.8) erases the character located at the cursor position. For example, if you position the cursor on the letter *l* in the word *black* and press DELETE RIGHT, the letter *l* at the cursor is erased and the word *back* remains. WordPerfect automatically aligns the spacing to the right of the cursor.

Click the mouse on the number 1 in the amount of the advance payment ($14.95) in the letter on the screen. Now press the DELETE RIGHT key (the period key on the number pad). The 1 is erased and the payment becomes $4.95. Make the change in the second paragraph of the letter as well.

You can also use DELETE RIGHT to remove a blank line. For example, in the letter on the screen, change the triple spacing before and after the date to double spacing by clicking the mouse at the beginning of the blank line above the date and then pressing the DELETE RIGHT key (the period key on the number pad). Repeat this one line below the date.

Delete Word

You can also erase entire words by using either the mouse or keyboard commands. For example:

Ocean Breeze Bookstore
1212 San Ysidro Avenue
San Diego, CA 92101

November 8, 1988

Mrs. Deanne E. Hamil
1122 Calle Sandia
La Jolla, CA 92122

Dear Mrs. Hamil:

Thank you for your letter dated October 23, 1988, in which you ordered the book How to Housebreak Your Computer by Skip Hawkins (HiTech Publishing Co., 1983). We appreciate your advance payment of $4.95.

Unfortunately, this particular book is no longer in print. Therefore, we are not able to fill your order at this time and have enclosed a refund check of $4.95. Our Used and Rare Books department will keep your order on file and notify you if the book becomes available.

Thank you for your business. If we can be of further service to you, please let us know.

Sincerely yours,

Reed A. Page
Manager

Enclosure

Figure 5.6 The sample letter /Data.WP.Letter.1 after it has been edited.

- To erase the word *Home* in the title of the book *How to Housebreak Your Home Computer* using the mouse, you would click the mouse on the letter *H*, drag the mouse (hold down the button and move the mouse) to highlight (define as one block) the entire word, press DELETE, then click on Yes in the Delete Block dialog.
- To erase the word *Home* in the title of the book *How to Housebreak Your Home Computer* using keyboard commands, you would position the cursor anywhere in the word *Home* and then press APPLE-DELETE (depress the APPLE key and, while holding it down, tap DELETE). The word *Home* disappears and the title now becomes *How to Housebreak Your Computer.*

You should make the described changes to the letter on the screen using either the mouse or the keyboard commands.

THE LATEST EDITION: INSERT AND TYPEOVER

WordPerfect makes corrections and changes to written documents in two additional ways: by letting you add material to existing text (insert mode), or by letting you replace existing text (typeover mode).

Insert Mode

You can make editing changes to a letter by simply inserting the changes into the existing letter. For example, change the word *Mr.* in the inside address of the letter to the word *Mrs.* by clicking the cursor on the period and typing the letter **s**. This inserts the *s* between the *r* and the period and moves the rest of the line one place to the right. Make the same change in the salutation.

Now move the cursor to the space after the name *Dean* in the inside address and type **ne**. This inserts the characters at that position, and the letters to the right of the cursor move two places right. Thus you have changed *Mr. Dean E. Hamil* to *Mrs. Deanne E. Hamil* just by inserting the additional letters into the existing text. WordPerfect automatically slides the existing characters to the right to make room for the insertion. Even if the insertion is lengthy, WordPerfect will automatically move the existing characters to the right and, if necessary, down to the next line to make room for the additional characters.

Click the mouse on the space after the word *this* on the first line of the second paragraph. Press the space bar and type the word **particular**. WordPerfect moves the word *book* to the right to allow the insertion. This causes the line to extend beyond the margin. WordPerfect automatically realigns (reformats) the paragraph to existing margin specifications when you choose Edit/Rewrite Screen (or move the cursor down one or more lines).

Typeover Mode

Typeover mode does exactly as the name suggests; it allows you to "type over" existing text and replace the original text with new text. For example, replace the name *Chip Hacking* with the name *Skip Hawkins* by clicking the mouse at the beginning of the author's name in the first paragraph and then pressing INSERT (the **0** key). The word **Typeover** appears on the status line to indicate that you are now in typeover mode.

When you press *S*, it replaces the *C* rather than being inserted next to it. As you continue typing, the old name is replaced by the new one. Now press the INSERT key to return to insert mode and the word **Typeover** disappears from the status line.

YOU COULD BE REPLACED: SAVING THE EDITED VERSION

Your letter with editing changes now looks like the document in Figure 5.6. Save this edited letter to the disk by following these steps.

Step 1. If necessary, place your data disk (prepared in Chapter 3) in a disk drive.

Step 2. Choose File/Close (or click on the close box).

Step 3. Press RETURN (or click on Yes) in the Save Document dialog.

Step 4. Press RETURN (or click on OK) in the File Name dialog.

The name in the File Name dialog should appear with the exact filename you used to save the letter previously.

Step 5. Click on Yes [or, if you are using version 2.1, click on Save] to indicate that you want to use the default filename so that this edited copy of the file replaces the old existing (unedited) copy of the file on the disk.

With WordPerfect version 2.0, if you press RETURN (or click on No), WordPerfect returns to the File Name dialog for a different filename. [With WordPerfect version 2.1, simply type a new filename if you don't want the old version replaced.] Remember, you can save only one file under a filename. The red light on the disk drive will come on, indicating that the edited copy is being saved to the disk.

Step 6. When the light on the disk drive goes off, press RETURN (or click on No) to indicate that you do *not* want to exit WordPerfect. This clears the screen and allows you to begin a new document.

Clicking on Yes allows you to quit or exit WordPerfect in order to execute another Apple IIGS program or turn off your computer.

Clicking on Cancel aborts the exit feature and allows you to continue with the same document. This is similar to the File/Save command that allows you to save a document and then continue working on it. Remember, however, that if you make any new changes or additions to the document, you must save it again; otherwise the disk copy of the letter will not contain the new changes.

There is no need to wish for a fairy godmother with a magic wand and mysterious spells when you have the amazing WordPerfect right at your fingertips, containing everything you need for making any necessary changes in your document.

SELF-TEST

1. The Retrieve function brings a _____ of a file on the disk onto the screen for editing.

2. Name the keystrokes that will move the cursor as indicated:

   One letter left and right _____

   One word left and right _____

   One line up and down _____

   The beginning and end of text _____

3. The DELETE key erases the character to the immediate _____ of the cursor.

4. The DELETE RIGHT command uses the _____ key on the _____.

5. What is the difference between insert and typeover modes?

   _____

   _____

Chapter 6

Formatting a Letter

THE CENTER OF ATTENTION: CENTERING A PAGE OR A LINE
- Center Page Top to Bottom
- Centering Text
- The TAB Key

ON THE EDGE OF YOUR PAGE: MARGINS
- Flush Right
- Right Justification

MAKING THE RIGHT PITCH
- Setting the Character Spacing (Pitch)

A MARGINAL NOTE: MARGIN SETTINGS

KEEPING TABS ON THE SITUATION: TAB SETTINGS

SELF-TEST

Appearances are important. There are times—that first date, a key sales meeting, an important job interview—when even the smallest detail determines whether or not you make a favorable impression. Your hair, your clothes, your shoes—nothing can be overlooked to assure that you look your best.

Appearances in correspondence are also important. Minor details make a difference. WordPerfect's formatting features guarantee that margins are straight, tabs are even, and centering is correct: your letters look their best.

In this chapter we will show you how to use several of WordPerfect's special formatting features.

THE CENTER OF ATTENTION: CENTERING A PAGE OR A LINE

One of the first things you notice about a letter is its placement on the page. Centering the entire letter on the page is difficult without a word processor. You must count the number of lines in the letter (after typing the letter once just to see how long it is), subtract the number of lines in the letter from the total number of lines possible on the page, and then divide the result by two in order to determine how many lines to space down before beginning the letter.

Center Page Top to Bottom

The Page/Center Page feature allows WordPerfect to perform all of these calculations for you and to automatically adjust the top margin so that the letter is centered precisely in the middle of the page.

Figure 6.1 is a very short sample letter that has been centered on the page. Begin typing Figure 6.1 by turning on your computer and entering WordPerfect (or if you are already in WordPerfect, begin with a completely blank screen). Position the cursor at Ln 1 Pos 10 and, *before typing anything*, choose Page/Center Page. This command ensures that when the letter in Figure 6.1 is printed (we will show how to print it in Chapter 7) it will be centered vertically on the page. The letter does *not* appear centered on the screen.

Centering Text

You can also center a line of text between the left and right margins by choosing the Line/Center feature. (Keep in mind the difference between the Page/Center Page feature, which centers the entire page of text *vertically* on the page, and the Line/Center feature, which centers a single line *horizontally* on the page.)

Type the first line of Figure 6.1 (the inside address) by choosing Line/Center. After the cursor jumps to the middle of the screen, type **Ocean Breeze Bookstore** (*the text stays centered horizontally as you type*). Then press RETURN to end centering and to return to the beginning of the next line.

Ocean Breeze Bookstore
1212 San Ysidro Avenue
San Diego, CA 92101

January 18, 1989

Night Owl Books
1717 Sleepy Hollow Drive
Arcadia, CA 95113

P30144 - Invoice Number
9/13/88 - Date of Invoice

Dear Sirs:

Your shipment of Tales of Terror arrived Monday, October 31, 1988. Several customers have complained that many pages are missing from this edition.

Please advise us if errata are available or if we should return this shipment.

Sincerely,

Will Byars
Purchasing Agent

Figure 6.1 The sample letter, /DATA.WP/OWLBOOKS.INV, which illustrates the Page/Center Page feature.

Type each of the next two lines of the return address in the same manner by choosing Line/Center, typing the line of text, and pressing RETURN. Press RETURN again to leave a blank space between the return address and the date.

The TAB Key

Use TAB to position the date of the letter (and eventually the salutation) at position 40. Make sure the cursor is located at the left edge of the text line, and then press the TAB key six times. Finally, choose Special/Insert Date and press RETURN. The date immediately appears at the cursor location (position 40).

The TAB is discussed further, at the end of this chapter. *Note:* You should also use the TAB key (not an Indent command) to indent five spaces at the beginning of a paragraph. See Chapter 12, "Drafting a Report," for a discussion of the Indent command.

ON THE EDGE OF YOUR PAGE: MARGINS

Sometimes, you want the text aligned at the right margin. To make the text flush with the right margin using a typewriter, you would move to the right margin, backspace the correct number of spaces, and begin typing. Again, WordPerfect does all your work automatically.

Flush Right

In Figure 6.1, the invoice number and invoice date are aligned along the right margin. To insert the invoice number, simply position the cursor at the beginning of Line 11 Pos 10, and choose Line/Flush Right (or press OPTION-**F**). The cursor immediately jumps to the right margin. Type the invoice number **P30144** beginning with the letter **P**. The P is aligned at the right margin. When you press **3**, the P moves one space to the left and the 3 aligns to the right margin.

When you finish typing the invoice number, press RETURN. The cursor returns to the left margin of the next line, and the line of text you have just completed stays aligned with the right hand margin. Repeat the Line/Flush Right command for the date of the invoice and again press RETURN when you have completed the line of text.

Finish typing Figure 6.1 and save it to the disk by pressing the APPLE-**S** (Save As) command. When prompted for the document name, type **/DATA.WP/OWLBOOKS.INV** and press RETURN (or click on OK or Save).

To prepare for the next section, clear the document window by choosing File/Close (or clicking on the close box in the upper left corner of the document window), clicking on No at the Save Document dialog, and clicking on No at the Exit WordPerfect dialog. This clears the

screen and keeps you in WordPerfect. Chapter 7, "Printing a Letter," will explain how to print all the letters in this chapter.

Right Justification

WordPerfect can add to the neat appearance of your letter by automatically creating an even margin on the right side of the page (called *right justification*). This is done by adjusting the spacing between characters or words as in a newspaper column. Right justification, like centering top to bottom, does not show up on the screen but appears when the document is printed. You can turn off the justification by means of the Print Menu. Figure 6.2 illustrates the letter you edited in Chapter 5, but now the letter is without right justification.

Follow these easy steps to cancel right justification and create Figure 6.2.

Step 1. Begin with a clear document screen and the cursor at Ln 1 Pos 10. Choose File/Retrieve (or press APPLE-**R**).

Step 2. Type **/DATA.WP/LETTER.1** and press RETURN (or click on OK) to retrieve the letter you edited in Chapter 5 onto the screen.

Step 3. With the cursor still at Ln 1 Pos 10, choose Print/Right Justification.

When you opened the print menu, a check appeared to the left of the right justification feature showing that right justification is *on*. After you chose the right justification feature, the check disappeared, indicating that right justification is *off* (see Figure 6.3).

The right margins on this letter will now be unjustified ("ragged") from the current cursor location to the end of the document or until you turn the justification back on. See Chapter 14, "Formatting a Report," to see how to vary the justification within a document. Remember, the document on the screen looks the same whether justification is on or off. When you print the document (we will show you how in Chapter 7), however, the right margin will be uneven when right justification is off.

Follow these steps to save the file under a new filename:

Step 1. With the data disk in a disk drive, choose File/Close (or click on the close box).

The Save File Name dialog appears showing the filename under which the file is currently saved.

Ocean Breeze Bookstore
1212 San Ysidro Avenue
San Diego, CA 92101

November 8, 1988

Mrs. Deanne E. Hamil
1122 Calle Sandia
La Jolla, CA 92122

Dear Mrs. Hamil:

Thank you for your letter dated October 23, 1988, in which you ordered the book How to Housebreak Your Computer by Skip Hawkins (HiTech Publishing Co., 1983). We appreciate your advance payment of $4.95.

Unfortunately, this particular book is no longer in print. Therefore, we are not able to fill your order at this time and have enclosed a refund check of $4.95. Our Used and Rare Books department will keep your order on file and notify you if the book becomes available.

Thank you for your business. If we can be of further service to you, please let us know.

Sincerely yours,

Reed A. Page
Manager

Enclosure

Figure 6.2 The sample letter /DATA.WP/LETTER.1 now illustrating right justification *off*. This letter should be saved as /DATA.WP/LETTER.2.

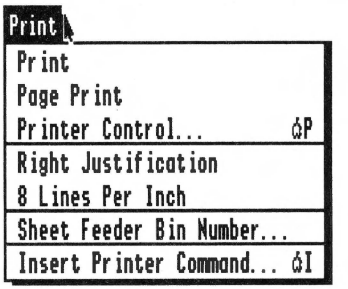

Figure 6.3 The Print/Right Justification feature as it appears when right justification is *off.*

Step 2. Click the cursor at the end of the file name, press DELETE to erase the number **1**, and type the number **2**.

This saves the document as letter number 2 (/DATA.WP/LETTER.2) without overwriting the earlier version (/DATA.WP/LETTER.1). You now have two versions of the letter on the disk, one with right justification and one without right justification.

Step 3. Press RETURN (or click on No) to clear the screen and begin another document.

MAKING THE RIGHT PITCH

"Pitch" is the term used to specify the number of characters per inch on a printed page. Typewriters usually have either pica pitch (10 characters per inch) or elite pitch (12 characters per inch). WordPerfect is preset for 10 characters per inch, but you can change the numbers of characters per inch by changing the pitch setting. The letter in Figure 6.4 has been typed with elite pitch. Follow the instructions below to type Figure 6.4.

Setting the Character Spacing (Pitch)

To change the pitch, follow these simple instructions (starting with a clear WordPerfect screen):

Step 1. With a clear document window, choose Style/Font and Pitch.

The Set Pitch/Font dialog appears on the screen (see Figure 6.5).

Step 2. Press TAB to move to the Pitch box, then type **12** and press RETURN.

This changes the pitch to 12 characters per inch and returns you to the document screen. Pitch changes are not shown on the screen.

Ocean Breeze Bookstore
1212 San Ysidro Avenue
San Diego, CA 92101

November 8, 1988

Mrs. Deanne Hamil
1122 Calle Sandia
La Jolla, CA 92122

Dear Mrs. Hamil:

In October of 1987, you wrote us concerning the book How to Housebreak Your Computer, by Skip Hawkins (HiTech Publishing Co.). The book was out of print at that time; however, the second edition is now available at a price of $19.95.

If you are interested in ordering this book, please fill out the enclosed order form and return it with your check. We will mail the book immediately upon receiving your order.

Thank you for your business. We look forward to being of service to you in the future.

Sincerely yours,

A. Jed Arthur
Used and Rare Books Department

Enclosure

Figure 6.4 The sample letter /DATA.WP/PITCH.LET illustrating elite pitch.

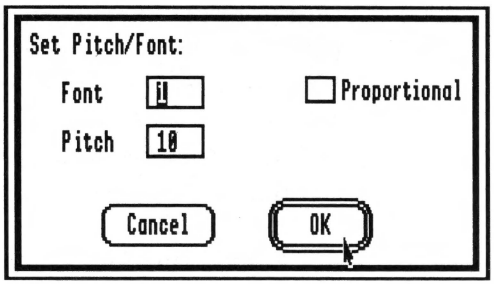

Figure 6.5 The Set Pitch/Font dialog.

Step 3. Make the necessary adjustments on your printer.

If you have an impact printer (daisy wheel), exchange the pica print wheel for an elite print wheel. (Refer to your printer user's manual for instructions on how to change the print wheel.)

If you have a dot matrix printer, you usually don't need to adjust the printer itself. (Some printers cannot print in 12 pitch, and in some instances a pitch change also requires a font change. See Appendix C, "Using Your Printer.")

If you use the Font and Pitch feature in your own document, make sure you move the cursor to the first of the document before adjusting the font or pitch, so that the entire document uses the same font and pitch. On the other hand, if you want only *part* of your document to have (for example) pitch 12, move the cursor to the beginning of the desired section of text and change the pitch setting (and the margins, as explained below); then move the cursor to the end of the section of text and change the pitch (and margin) back to the original settings.

A MARGINAL NOTE: MARGIN SETTINGS

The margins in WordPerfect are preset at Left = 10 and Right = 74. This means that a line of text starts 10 spaces and ends 74 spaces from the left edge of the paper, resulting in a line of text with 65 characters. Since the default pitch is pica, with 10 characters per inch, the text is 6.5 inches wide, with a one-inch margin on the left and right sides of the text.

Changing the pitch to elite does not change the margin settings, but since the number of characters per inch increases in going from pica to elite, the width of the left-hand margin decreases from one

inch to 10/12 (0.83) of an inch. Furthermore, since 65 elite characters (12 characters per inch) require only 5.4 inches, the right-hand margin will increase from one inch to 2.3 inches! *Therefore, when you change the pitch, you must also change the margin settings if you want to preserve one-inch margins on both sides of the page.* Consequently, the correct margin settings for the letter in Figure 6.4 must be set to Left = 12 and Right = 89.

A good rule for calculating new one-inch margins when changing the pitch is

Left margin = pitch

Right margin = 7.5 times the pitch, minus 1

Still with a clear document window, follow these steps to set new margin values:

Step 1. Choose Line/Margins (or press APPLE-**M**).

The Set Margins dialog appears (see Figure 6.6), indicating that the margins are currently set at Left 10 and Right 74.

Step 2. Type **12** to enter the new left-margin value.

This sets a one-inch left margin for elite pitch.

Step 3. Press TAB to move to the right-margin setting, then type **89** to enter the new right-margin value.

This sets a one-inch right margin for elite pitch.

Step 4. Press RETURN (or click on OK) to return to your document.

KEEPING TABS ON THE SITUATION: TAB SETTINGS

Changing the left-margin setting from Pos 10 to Pos 12 throws off the placement of your tab settings, which were preset every five spaces beginning at Pos 5. If you press TAB now, the cursor will jump from 12 (the left margin) to 15 (the old tab setting), which is three spaces instead of the desired five. This means, of course, that you will need to change the tab settings.

Still with a clear document window, follow these steps to change the tab settings:

Step 1. Choose Line/Tab Set.

The Set Tabs dialog appears (see Figure 6.7) showing the default (preset) tab settings set at every five spaces.

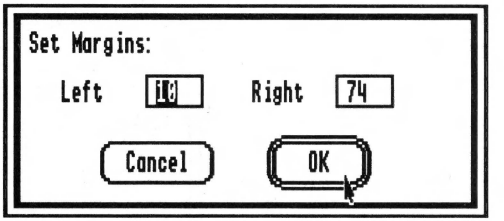

Figure 6.6 The Set Margins dialog.

Step 2. Click the mouse on Tab 0, then press APPLE-RIGHT ARROW to delete all the tab settings.

Alternatively, you could choose Delete End of Line from the Help feature.

Step 3. Press TAB to move to the Position box, then type **2** to enter the new tab settings.

This allows tabs to begin at the left of the left margin (set at 12).

Step 4. Press TAB to move to the Increment box, then type ***5*** to enter the increments for the new tab settings.

This will set tabs every five tab stops beginning at the first tab setting (in this case, 2).

Step 5. Click the mouse on the Set Increment button.

The new tab settings now appear. Figure 6.8 shows the Set Tabs dialog with the new tab settings.

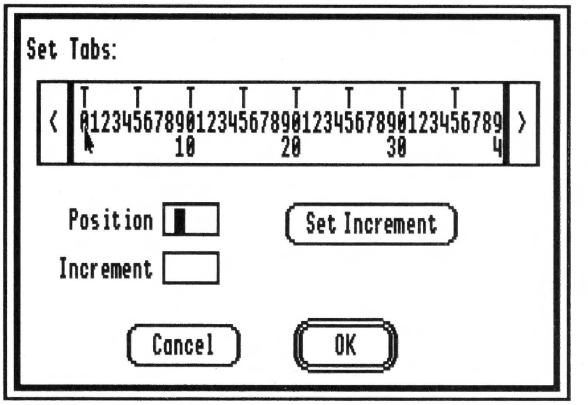

Figure 6.7 The Set Tabs dialog.

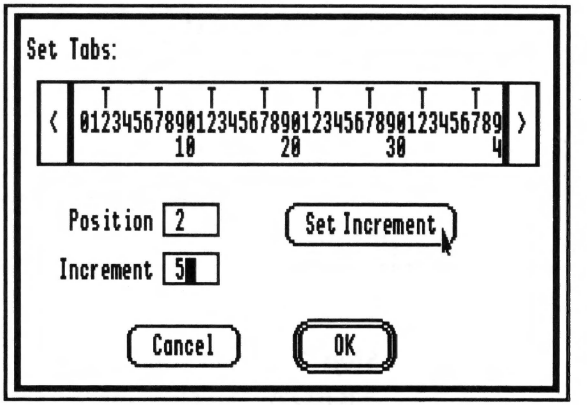

Figure 6.8 The Set Tabs dialog showing new tab settings.

Step 6. Press RETURN (or click on OK) to return to your document.

Now type the text of Figure 6.4 and save the document to the disk by choosing File/Save As and typing in the filename **/DATA.WP/PITCH.LET** in the Name File Dialog. We will print this letter in the next chapter.

When the Exit WordPerfect dialog appears, click on Yes if you are through with your computer session and want to quit WordPerfect, or click on No to clear the screen and remain in WordPerfect.

SELF-TEST

1. The Page/Center Page command centers a page of text _____. The Line/Center command centers a line of text _____.

2. To align text at the right margin, use the _____ command.

3. "Right justification," where the text is even on the right margin of a document, _____ (does/doesn't) show up on the screen.

4. WordPerfect is preset for pica pitch of _____ printed characters per inch and one-inch margins at _____ (left margin) and _____ (right margin).

Chapter 7

Printing a Letter

READY . . .
  Printer Checklist

GET SET . . .

GO!

PRINTING THE DOCUMENT FROM THE SCREEN

PRINTING THE DOCUMENT DIRECTLY FROM THE DISK
  Printer Control

CHANGING THE PRINT OPTIONS
  Changing the Print Options Temporarily

MURPHY'S LAW: WHEN THINGS GO WRONG

SELF-TEST

You can't sprint through a marathon. It takes careful thought and planning to determine the pace that will conserve your energy and yield the best possible time. A mad dash at the beginning can spoil months of hard work and leave you short of the finish line.

Likewise, you can't sprint through the job of printing a letter. Thought and hard work have gone into drafting, editing, and formatting your work. Now thought and planning must go into printing your letter. This is the only way to assure a successful run.

READY...

Make sure your printer is ready before you try to print. Refer to the printer manual for specific instructions on how to set up and use your printer. In addition, you may want to go through the following checklist before you begin printing.

Printer Checklist

- ☐ Is the printer cable firmly attached to your computer on one end and the printer on the other end?
- ☐ Is the printer plugged into an electrical outlet and turned on?
- ☐ Is the Select (SEL) light on? (Most printers have a SEL, Print On, or Ready light that must be on before you can print. If your printer has an Alert light, it must be off.)
- ☐ Do you have sufficient computer paper, either fanfold (continuous) or single sheets (handfed or sheet-fed)?
- ☐ If you are using fanfold sheets, is the paper fed correctly into your printer? (You must feed it properly through the paper alert mechanism, which signals when the paper runs out.)
- ☐ Do the perforations in the edges of the fanfold paper fit snugly and evenly in the tractor feed?
- ☐ Is the paper lined up to begin typing at the top of a page? (Adjust the paper using the "line feed," which moves the paper forward one line at a time, or by the "page (form) feed," which moves the paper forward one full page at a time. You may also need to use the platen knobs on the sides of the printer.)
- ☐ Is there adequate ribbon and is the ribbon cartridge positioned properly?
- ☐ Is the ribbon threaded between the paper and the print wheel or print head?

☐ Is the shield in the front of the printer in place? (Most printers won't work until this shield is safely positioned over the print mechanism.)

If you have a question about any item in the checklist, consult the printer user's manual or talk to your dealer.

GET SET...

Before printing a document, you must set up (configure) WordPerfect to match your printer, as explained in Chapter 3, "Setting Up WordPerfect." (Also see Appendix C, "Using Your Printer," and the WordPerfect installation manual).

Most printers give you the option of feeding the paper continuously, using fanfold sheets on a tractor feed, or feeding the paper one page at a time (either by hand or with a sheet feeder). During printer configuration, you can set up "printer number 1" for the most frequently used option (for example, continuous feed) and "printer number 2," which can actually be the same printer, for the other option (single-sheet feed). Then, when you want to print using the single sheet-feed method, you just change the printer number for that particular job.

GO!

You can print a document while it is on the screen, or you can print a document directly from the disk. We will show you how to do the following with the four letters we have created in the previous chapters:

- Print /Data.WP/Letter.1 from the screen using the default print options.
- Print /Data.WP/Letter.2 directly from the disk using the default print options.
- Print /Data.WP/Owlbooks.inv from the screen after changing the print options.
- Print /Data.WP/Pitch.let directly from the disk after changing the print options.

PRINTING THE DOCUMENT FROM THE SCREEN

In order to print a document from the screen, you must first type the document onto the document window (or retrieve it from the disk). Make sure you have a clear screen, the disk /Data.Wp in a disk drive, and the cursor located at Line 1 Position 10. Then choose File/Retrieve (or press APPLE-**R**), type **/data.wp/letter.1** in the File Name dialog [or, if you are using WordPerfect version 2.1, select it from the list

of files in the scroll box] and press RETURN (or click on Open). A copy of the file named Letter.1 will appear on the screen.

There are three print commands that will print this letter:

- **Print/Print** prints the entire document (in the current document window) from beginning to end.
- **File/Print** prints the entire document (in the current document window) from beginning to end.
- **File/Page** prints one page only—the page where the cursor is located. In this instance, the letter on the screen is only one page long and would therefore be printed completely. (See Chapter 15, "Printing a Report.")

Print LETTER.1 by choosing one of the three print features explained above, then clear the screen.

PRINTING THE DOCUMENT DIRECTLY FROM THE DISK

It isn't necessary to have the letter on the screen in order to print it. You can print a letter directly from the disk by using the Print/Printer Control feature or by using the File Management screen. (See Chapter 9, "Managing Your Files," for a discussion of File Management and how to print from the File Management screen.) In fact, printing directly from the disk is faster than printing from the screen; therefore, if you type a document and save it to the disk, you may wish to use one of the following methods for printing rather than choosing (for example) Print/Print.

Printer Control

Follow these steps to print a file (in this instance, /Data.WP/Letter.2) directly from the disk using Printer Control.

Step 1. Choose Print/Printer Control.

The Printer Control Dialog, consisting of two parts, Printer Control and Printer Information, appears on the screen (see Figure 7.1). (The Printer Control dialog is explained in detail in Chapter 14, "Printing a Report.")

Step 2. Click on P (the Print a Document button).

This indicates that you want to print a file. The Print a Document dialog appears (see Figure 7.2). [If you have WordPerfect version 2.1, the standard Open File dialog appears, allowing you to select (click on) the filename of your choice and then click on Open to retrieve the document, rather than executing steps 3 and 4 below.]

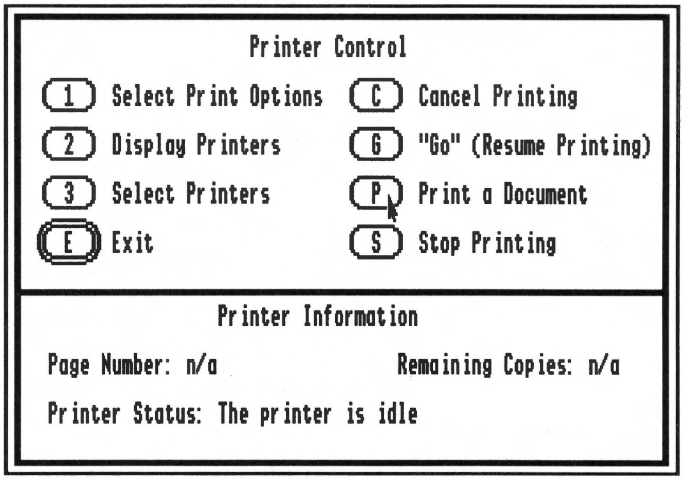

Figure 7.1 The Printer Control dialog.

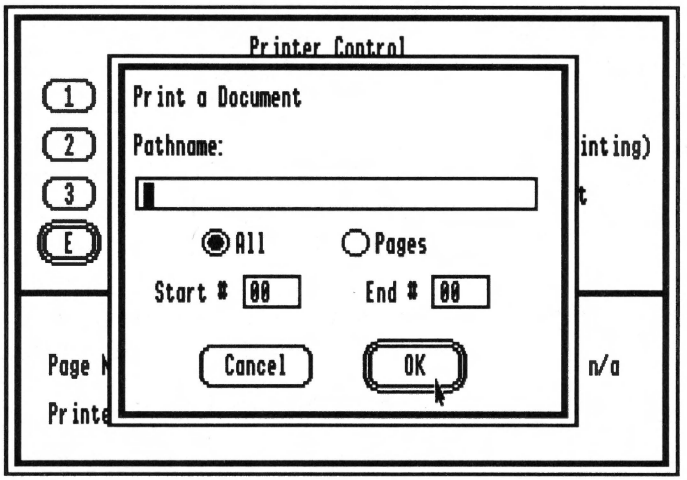

Figure 7.2 The Print a Document dialog, showing the file pathname box. [Version 2.1: The dialog allows you to select the Print file from the list of files in the scroll box.]

Step 3. Type the complete pathname of the file to be printed (in this example, **/Data.WP/Letter.2**) and press RETURN.

The file (/Data.WP/Letter.2) is printed directly from the disk, while the information on the page number being printed, the status of the

printer (printing or waiting for a command), and the number of copies remaining to be printed appear in the Printer Information box.

Step 4. Press RETURN (or click on Exit) to exit the Printer Control dialog and return to the document screen.

CHANGING THE PRINT OPTIONS

Perhaps you want to print the letter on special stationery, or you want more than one copy of a letter. WordPerfect allows you to change the established print options. You can change the print options in the following ways:

- Select new print options, which will remain in effect until you exit WordPerfect. After you quit using WordPerfect, the print options return to their original settings.
- Select temporary print options just for a particular print job. After you complete the print job, the print options return to their original settings.

We will change the print options to allow us to print a copy of the file /Data.WP/Owlbooks.inv (on the screen) onto hand-fed stationery.

With the cursor at Ln 1 Pos 10 of a clear screen, retrieve the file /Data.WP/Owlbooks.inv and then follow these steps to change the print options and print the letter.

Step 1. Choose Print/Printer Control (or press APPLE-**P**).

The Printer Control dialog appears on the screen (see Figure 7.1).

Step 2. Click on 1 (the Select Print Options button) to indicate that you want to select new printing options.

The print options (shown in Figure 7.3) are as follows:

- **Printer Number** allows you to change the printer or the paper feed method.
- **Number of Copies** allows you to make multiple copies of a document.
- **Binding Width** allows you to vary the margin on documents which are printed on two sides. (See Chapter 15, "Printing a Report," for a discussion on the binding width.)

Step 3. Type **2** (to change the printer number from Printer 1 to Printer 2), then press TAB to move to the next option.

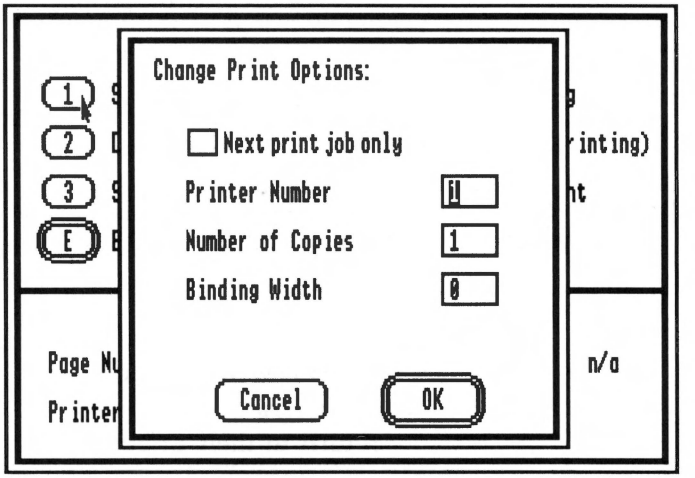

Figure 7.3 The Change Print Options dialog.

If you have configured your printer as instructed in Chapter 3, "Setting Up WordPerfect," Printer 2 is the same printer as Printer 1, but the method of feeding the paper will change from continuous forms to hand-fed sheets.

Step 4. Prepare your printer to accept single sheets of paper, then insert the paper correctly.

Step 5. Click on P (Print a Document) in the Printer Control; then type in the pathname of the file to be printed and press RETURN.

In this instance, type **/data.wp/owlbooks.let**. The printer will print the letter.

Step 6. Press RETURN to exit the Printer Control dialog; then clear the screen.

The Printer options will remain in their new setting (in this case, Printer 2) until you exit WordPerfect.

Changing the Print Options Temporarily

You can change the established print options temporarily (for a specific printing job) and the original print settings will return automatically after the printing job has been completed. Follow these steps to change the print options temporarily and print two copies of the letter /Data.WP/Pitch.let.

Step 1. Choose Print/Printer Control (or press APPLE-**P**).

The Printer Control dialog appears on the screen (see Figure 7.1).

Step 2. Click on 1 (Select Print Options) to indicate that you want to change the printing options.

The printer number should still be Printer 2 (which you indicated when you changed the print options earlier in this chapter). If not, you should change the printer number to 2 at this point.

Step 3. Press the TAB key to move the cursor to the Number of Copies box, then type **2**.

This changes the number of copies to be printed from single copies to two copies.

Step 4. Click on the "Next print job only" box, then press RETURN.

An X appears in the Next print job only box to indicate that the changes in print options are only temporary (for this specific printing only) and the print options should return to the default options at the completion of the printing job.

Step 5. Prepare your printer to accept single sheets of paper (hand-fed) and then insert the paper correctly. Change the print wheel for elite, if necessary.

Step 6. Click on P (Print a Document) in the Printer Control menu, type in the pathname of the file to be printed, and press RETURN.

In this instance the pathname should be **/Data.wp/Pitch.let**. The printer indicates in the Printer Information Box that it is waiting for you to insert a sheet of paper and to click on "Go" to start printing (see Figure 7.4).

Step 7. If you have already inserted the first sheet of paper, click on "Go" (or press **G**).

The first copy of the document prints, and then the Printer Information box again asks you to insert a new sheet of paper and click on "Go."

Step 8. Insert the paper for the second copy of the letter and press **G** (or click on the "Go").

The second copy of the letter is then printed.

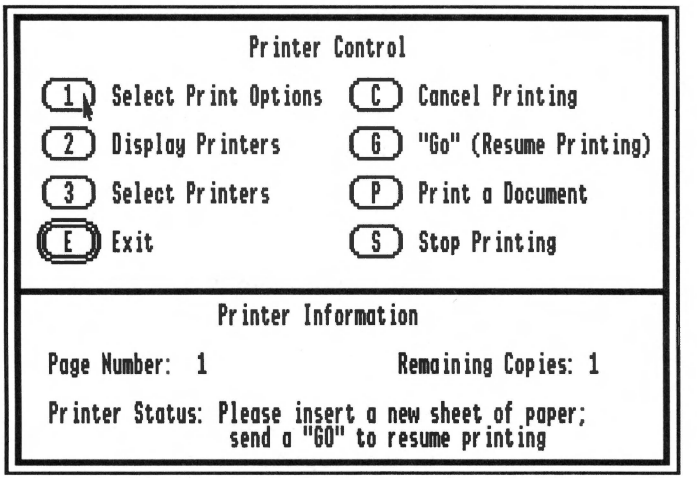

Figure 7.4 Printer Status for handfed sheets.

Step 9. Press RETURN to exit the Printer Control dialog.

The Printer options return to the settings immediately prior to this printing, that is, single copies, Printer 2. They will remain like this until you exit WordPerfect.

MURPHY'S LAW: WHEN THINGS GO WRONG

Anything that can go wrong while printing a document *will* go wrong eventually (if you do enough word processing). When something does go wrong—you run out of paper or ribbon, the paper gets jammed, the ribbon slips out of position, etc.—don't panic. Just press **S** (Stop Printing) from within the Printer Control dialog. This stops the printer until you signal the printer to resume printing. Make any necessary adjustments to your printer, then press **G** (for "Go") to resume printing. The print job will restart at the beginning of the document.

If you need to cancel the print job and begin again, click on the Cancel Printing button to cancel the print job. Then advance the paper in your printer to the top of the next page, and begin again.

Because of Murphy's Law, you should *always save your document to the disk before you print it.* Then if something goes wrong with the printing and causes the computer to "hang," your file is safe on the disk.

You have just completed drafting, editing, formatting, and printing a letter. You know how to type a letter and save it to the disk, how to edit to make corrections or erase unnecessary words and

phrases, how to set margins and center the letter on the page, and how to print a copy of what you have done. The wonderful thing about using WordPerfect is that if you're not satisfied with the end result, it's simple and easy to make changes.

Follow the basic principles of word processing as outlined in Chapters 4 through 7 to create and print letters of your own. Then continue on through Chapters 12 through 15 to see the same principles used to create longer documents.

SELF-TEST

1. Two of the options for feeding paper through the printer are _____ and _____.
2. Two printer options that may be changed temporarily (for the current print job only) are _____ and _____.
3. Once you have clicked on the Stop Printing button, you must click on the _____ button to resume printing.
4. After you have clicked on the Cancel Printing button, you must _____ before you print another document.

Chapter 8

Managing Your Disks

OPERATOR, PLEASE: THE DISK OPERATING SYSTEM
STANDARD FORMAT: FORMATTING A DISK
NAME THAT DISK
FORMATTING A DISK FROM WITHIN WORDPERFECT
HOW DO YOU SPELL RELIEF? B-A-C-K-U-P
MAKING A BACKUP DISK
BACKUP POINTS
TO ERR IS HUMAN: PRODOS ERROR MESSAGES
SELF-TEST

Like a Swiss bank, a disk is your private repository of wealth. The wealth, however, is not in the form of money but consists of programs (such as WordPerfect), financial data, letters, reports, and almost any other kind of information you can enter into a computer. The key to unlocking this wealth is ProDOS (rhymes with pro-boss), an acronym for Professional Disk Operating System.

OPERATOR, PLEASE: THE DISK OPERATING SYSTEM

Like a switchboard operator who handles the transfer of information between callers, ProDOS transfers information between a disk and the computer. Specifically, ProDOS performs the following operations:

- *Boots the system.* When you first turn on your computer, a small part of the disk operating system is loaded into memory from the system disk. That piece of ProDOS then loads a larger chunk of ProDOS, which in turn loads the rest of ProDOS. In this way, ProDOS "pulls itself up by its own bootstraps." That's why we use the terms "booting the system" or "booting the disk" to mean "bootstrapping the disk operating system." This starts the computer operations.

- *Transfers programs and data from the disk into the computer.* ProDOS stores programs (such as word processors, electronic spreadsheets, filing systems, and computer games) and data (such as letters, reports, dictionaries, statistics, and personnel records) on floppy disks or on hard disks. The disks keep these programs and data in *files*. ProDOS must transfer these files into the computer's main memory before they can be used. (ProDOS actually transfers an *image* or a *copy* of the file from the disk to computer memory; the file itself remains unaltered on the disk.)

- *Formats (initializes) blank disks.* A new diskette is like a phonograph record with no grooves; data can neither be retrieved from, nor saved to, the disk. A formatted disk, on the other hand, has magnetic "grooves" (called tracks) onto which the disk operating system can save data for later retrieval. ProDOS records the tracks onto the disk surface and divides the tracks into *sectors*. Reading from and writing to the disk are performed in groups of sectors (called *blocks*), where each block usually contains 512 bytes of data (see Figure 8.1).

- *Saves data from the computer memory to the disk.* Obviously, data transfer must go in both directions: ProDOS not only loads data from the disk, but also saves data to the disk. When you save programs or data, ProDOS records an exact copy of the data in memory

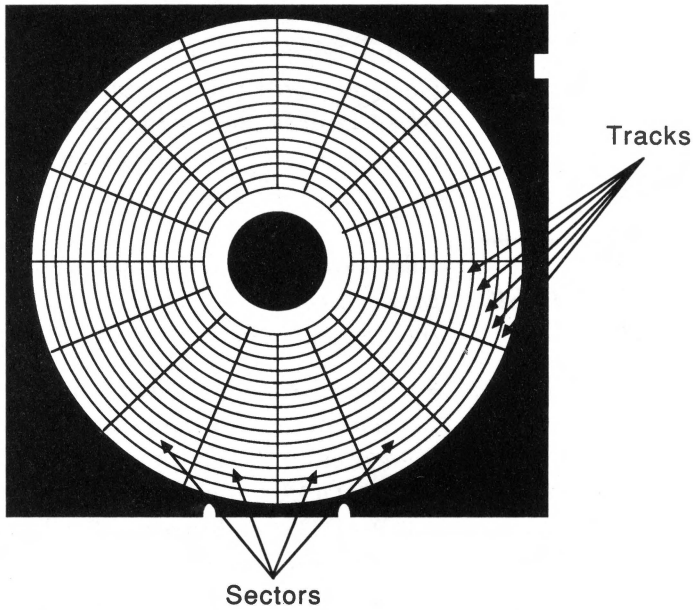

Figure 8.1 Schematic diagram of the tracks and sectors of a typical Apple disk. Two sectors usually equals one block, and each block contains usually 512 bytes of data. (An actual 5¼-inch disk has 280 blocks; a 3½-inch disk has 1600 blocks; a hard disk has many more blocks.)

into a file on a set of disk tracks and sectors. The programs and data in memory remain unchanged.

- *Manages the disk catalog.* The catalog is the list of all the files and directories (folders) on the disk. ProDOS stores each program or document in a disk file, and each file has a name. To save or retrieve a file from the disk, you must refer to that file by its filename. (See the next chapter, "Managing Your Files," for more about naming and using disk files.)
- *Performs disk duplication and backup.* The smart computer user regularly backs up valuable data disks and uses duplicate (not original) program disks.

From this abbreviated list of ProDOS functions, you can see that the disk operating system is the "business manager" of all your computer operations. Without ProDOS (or some other operating system), your computer would be nothing more than an expensive paperweight.

STANDARD FORMAT: FORMATTING A DISK

As indicated in Chapter 3, formatted disks come in two varieties:

- *System disks* (also called *master disks*). A system disk contains enough of the operating system (ProDOS) to manage key computer operations. It doesn't necessarily perform all of the ProDOS functions listed above, but it does manage file transfers between the disks and the computer. The advantage of a system disk is that you can "boot it," that is, start your computer with it. The disadvantage is that ProDOS and the system folder take up valuable disk space, leaving less room for storing programs and saving data.
- *Data disks* (also called *slave disks*). A data disk does not contain ProDOS or the system folder, and therefore cannot be used to start up the computer. A data disk is used strictly to store and retrieve information, such as your word processing documents. During normal operation of a dual-drive computer system, you keep the system disk in one of the drives (a 3½-inch drive) and the data disk in another disk drive (either 3½-inch or 5½-inch drive).

The procedure for formatting a system disk is the same as that for formatting a slave (data) disk, except that the ProDOS program and the system folder must be transferred onto a new system disk. Review the procedure given in Chapter 3 for "Making a Data Disk."

NAME THAT DISK

To help you manage your disks, ProDOS requires that you give each disk a name. The technical term for naming a disk is "labeling a volume," which differs from simply sticking a hand-written label on the outside of the disk. The volume name becomes a part of the information recorded on the disk. You will need to refer to the volume name to save data to or retrieve data from the disk. Names for disks, directories, and files must adhere to the following three rules:

- The name must have from one to fifteen characters.
- The characters can be capital letters (A through Z), digits (0 through 9), and periods (.). ProDOS makes no distinction between uppercase and lowercase letters. If you type lowercase letters, ProDOS automatically converts them to uppercase.
- The names may not contain any special characters, such as @, #, $, %, ?, ", /, \, [, +, ; , *, or SPACE.
- The name must start with a letter (A through Z).

A filename must be unique within its directory (but may be the same as another file in a different directory). Similarly, a directory or subdirectory name must be unique within its directory.

Here are some legal volume names and what they might contain:

WPDATA	WordPerfect files
INVOICES	Your company invoices
CHEM181	Tests and handouts for your Chemistry 181 class
LETTERS.88	Letters written in 1988
DIARY.KATE.88	Kate's 1988 personal diary (the two periods are allowed)

Here are some *illegal* disk names:

CORRESPONDENCE.88	Too many characters (more than 15)
INVOICE \ 88	Illegal character (\ ) in name
PROG REPORT	Illegal character (space) in name
1988.REPORT	Illegal starting character (1)

As you use ProDOS with WordPerfect and other applications, you will refer to the disks by their volume names, so the names should be well chosen to reflect the contents of the disks.

FORMATTING A DISK FROM WITHIN WORDPERFECT

Formatting a disk from the desktop (after booting the /Utilities.Wrk disk prepared in Chapter 3) is a simple matter of putting the blank disk in a disk drive, clicking Initialize, typing the name of the disk, and clicking OK.

Unlike most software applications, WordPerfect also provides the facility to format a disk without leaving the application. Just follow these steps:

Step 1. Choose File/File Management, as shown in Figure 8.2.

Step 2. From the File Management screen, choose Format (one of the twelve buttons at the bottom of the screen), as shown in Figure 8.3.

WordPerfect displays the Volumes on Line screen, which looks similar to Figure 8.4.

Figure 8.2 Choosing File Management in the File menu.

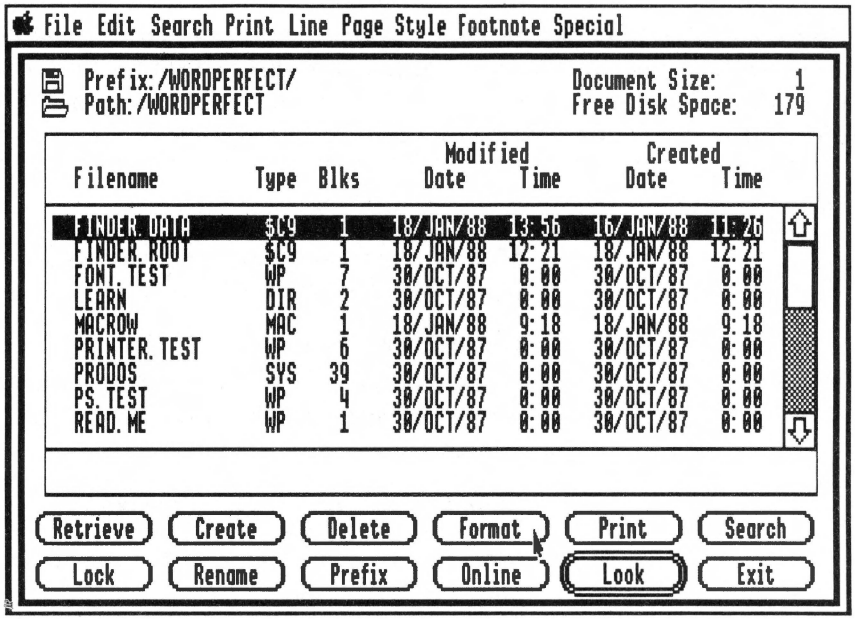

Figure 8.3 Choosing Format from the File Management screen.

File Edit Search Print Line Page Style Footnote Special

VOLUMES ON LINE:

Volume Name	Device	File System	Total	BLOCKS Used	Free
/WORDPERFECT	.D1	Prodos/SOS	1600	1486	114
	.D2	Device not on line			
	.D3	I/O Error			
	.D4	No device connected			

Exit CHECK DEVICE FORMAT

Figure 8.4 The Volumes on Line screen. The .D3 device has been chosen (highlighted); it currently shows an I/O error because the disk within the disk drive has not yet been formatted. Click on Format to format the disk in .D3. (Your Apple IIGS system may have a different number of devices connected.)

Step 3. Choose the device (.D1, .D2, .D3, or .D4) where you will place your disk to be initialized.

For example, in Figure 8.4, .D3 has been chosen (and therefore is highlighted). The usual error message for a blank disk is "I/O Error," which indicates that the uninitialized disk cannot perform Input/Output operations.

Step 4. Click on Format at the bottom of the Volumes on Line screen.

Step 5. Type the name of the new disk, and press RETURN (or click on OK).

For example, at the New Name prompt, you could type **DATA.WP** (and press RETURN) to create another WordPerfect data disk.

Step 6. When the Insert Disk to Format window appears, place the blank disk in the designated disk drive, close the disk drive door (if necessary), and click on OK.

The mouse cursor turns into a small watch (telling you to please wait), the light on the disk drive turns on, and the disk is initialized. When formatting is complete, the new disk name appears in the Volumes on Line screen.

Step 7. At this point you can format another disk (following steps 3 through 7) or click on Exit to return to the File Management screen. Then click Exit again to return to the WordPerfect window.

Step 8. Remove the newly formatted disk from the disk drive, use a felt-tip pen to write the name of the disk on a disk label (for example, write **/DATA.WP**), and attach the label to the disk.

This completes the procedure for formatting a disk from within WordPerfect.

HOW DO YOU SPELL RELIEF? B-A-C-K-U-P

If you use computers and speak of "bombing" or "crashing," you are not talking about world wars or wild parties. You are mourning the loss of data. Your financial statement, year-end report, or letter to Mom was lost because a disk became unreadable. In other words, the disk bombed; it crashed.

The disk itself is still good (usually). Its physical integrity is preserved; its $0.50 to $2.50 value is probably intact. You can reformat and reuse it any time you want. But the invisible magnetic patterns representing your valuable data—on which you spent days or weeks—is forever lost.

It's enough to give you indigestion.

And how do you spell relief? B-A-C-K-U-P.

As a computer user, you must act as if every disk, at some point or other, will bomb. So, after each day's work, take a few minutes and make a backup of your documents; that is, make a copy of the data disk on which you are saving your letters, reports, and other WordPerfect documents. (*Note:* If a disk bombs twice, you probably have a bad disk and should copy your files to a new disk and discard the old one.)

MAKING A BACKUP DISK

You need the following:

- The utilities work disk /Utilities.Wrk (created in Chapter 3, "Setting Up WordPerfect").
- Your data disk (or any other disk you want duplicated). This is called the *original* disk. For example, you may wish to make a

backup of your data disk labeled /WP.DATA or /DOCUMENTS, which in this case is the original disk.

- A blank disk or your data disk *backup*. This disk should be named, for example, /WP.DATA.BAK and used each time you want to back up the /WP.DATA disk; it is called the *backup disk*. Make sure the backup disk isn't write-protected; i.e., make sure the tiny window in the upper right corner of a 3½-inch disk is *closed*, or the notch in the upper right corner of a 5¼-inch disk is *open* (uncovered). (Refer to Figure 3.1.)

Follow these steps to back up a data disk:

Step 1. Put the /Utilities.Wrk disk in a disk drive and, if necessary, turn on your computer.

Your system should now be displaying the ProDOS desktop.

Step 2. Eject the /Utilities.Wrk disk from the disk drive by pushing the eject button on the disk drive (or by pressing APPLE-**E** from the keyboard).

Step 3. Insert the original disk (the one you want to back up) into the disk drive, and immediately eject it (by pushing the eject button or by pressing APPLE-**E**).

This establishes the original disk on the desktop, but its icon becomes shaded to indicate that it is not currently on-line.

Step 4. Insert the backup disk into the disk drive.

If this is the first time you have used the backup disk, the Initialize pop-up window will appear on the screen. As you have done before, follow the instructions on the screen to complete the formatting procedure.

Step 5. Drag the icon for the original disk onto the icon for the backup disk, and then click on OK to verify that you want to make the copy.

Step 6. Follow the instructions on the screen to switch disks (if necessary) as copying proceeds.

This completes the procedure for making a backup.

BACKUP POINTS

Here are some important points about making backup disks:

- Do not try to copy a 3½-inch disk (with a capacity of 800 kilobytes) onto a 5¼-inch disk (with a capacity of only 120 kilobytes).

You may, however, copy files and folders from a higher-capacity disk to a lower-capacity disk by following the procedures outlined in Chapter 9, "Managing Your Files."

- You should make a backup of data disks at regular intervals. A good rule of thumb is to duplicate your data disk once for every twenty-five double-spaced pages of typing that you add to the disk. For example, if you are preparing a year-end company report, writing for three to five hours a day, and adding ten to twenty-five pages a day to the data disk, then you need to make a backup of that disk almost daily. If, on the other hand, your data disk contains a personal diary, and you write only three or four pages a week, you will want to make a backup only every month or so.
- Some data disks may never need to be duplicated. For example, you may not want to make backups of a disk containing routine correspondence. You may not need disk copies of outdated letters. If the disk bombs, no harm is done.
- For each important data disk, keep one backup disk. Whenever it's time to make a backup of a particular data disk, use the backup disk corresponding to that data disk. The old data on the backup will be overwritten by the new data.
- You must do your backup work after exiting WordPerfect (since there is no way to copy files or disks from within WordPerfect itself). Simply exit WordPerfect, replace the /WordPerfect.Wrk disk with the /Utilities.Wrk disk, reboot the system, and follow the steps as outlined above for making backups.
- If you have a hard drive, keep backups of files and directories on floppy disks. Don't try to back up the entire hard drive contents at one time without a special hard drive backup utility program.

TO ERR IS HUMAN: PRODOS ERROR MESSAGES

Making mistakes while formatting or copying disks is not unusual. To accommodate human frailty, ProDOS provides error messages. For example, you may see the following message while trying to copy a disk:

DISK WRITE-PROTECTED

This means that you need to remove the write-protection from the backup disk and start the backup procedure again.

A list of other possible error messages and potential difficulties, the likely cause of the error, and possible solutions to the error are given in Appendix B, "Troubleshooting," of your *Apple IIGS Owner's Guide.*

In this chapter you have learned the importance of the Disk Operating System (ProDOS), and how to use ProDOS to make duplicates (backups) of your data disks. We hope you are now convinced—so you won't have to learn by sad personal experience—that any disk can "bomb" at any time. Then, when the disk containing your priceless prose or exquisite exposition suffers an unrecoverable crash, you will calmly, even smugly, reach into your disk box and pull out your backup.

SELF-TEST

1. ProDOS is an acronym for _____ _____

   _____ _____.

2. The process for recording magnetic tracks and sectors on a blank disk is _____.

3. Briefly explain how to make a backup of a ProDOS data disk.

   _____

   _____

   _____

4. You should make a backup of a disk after adding approximately _____ pages of writing to the disk.

Chapter 9

Managing Your Files

WHAT'S IN A NAME? FILENAMES
How to Choose a Name

SAVING PRECIOUS VALUABLES: SAVING DOCUMENTS
Saving While Closing

A REGULAR SAVINGS ACCOUNT: FILE/SAVE

FILING IT AWAY: FOLDERS (DIRECTORIES)
Creating a Folder (Directory) from the ProDOS Desktop
Removing a Folder While in the ProDOS Desktop
Creating a Folder (Directory) Within WordPerfect
Changing the Default Path

LET YOUR FINGERS DO THE WALKING: MANAGING FILES
Listing Files
File Management

SELF-TEST

If a word processing document is like cash and a disk is like a bank, then a disk file is like an individual bank account. As soon as you turn off your computer, the text on your WordPerfect screen quickly becomes like lost cash—gone forever. Putting your cash into a bank account, on the other hand, ensures you against loss. Similarly, even after you turn off your computer, a document stored in a disk file is safe and available for future use.

Normally, each disk file stores a letter, report, or some other kind of document. If you are writing a large manuscript, such as a dissertation or a book, you may want to save each chapter or section in one disk file.

WHAT'S IN A NAME? FILENAMES

Just as each disk has a name, so also each disk file has a name, called the *filename*. ProDOS (the disk operating system) demands that you follow certain rules for naming files (which are the same for naming disks). Each filename:

- Must contain from one to fifteen characters.
- May contain letters A through Z, digits 0 through 9, and periods(.). ProDOS makes no distinction between upper- and lowercase letters. If you type the filename with lowercase letters, ProDOS automatically converts them to uppercase.
- May not contain any special characters, such as @, #, $, %, ?, ", /, \, [, +, ; , *, or SPACE.
- Must begin with a letter (A through Z).

You shouldn't worry too much if you can't remember all of these rules. WordPerfect will let you know if you try to use an illegal filename (with the message **Invalid Pathname**) and then will give you a chance to enter a legal filename.

Here are some examples of *legal* filenames and why they are legal:

LETTER.003 Less than fifteen characters and contains valid characters (letters, digits, and period)

A.BIG.BUDGET Contains legal characters (more than one period is legal)

Here are some examples of *illegal* filenames and why they are illegal:

12NOV88.LET First character is not a letter

LETTER.TO.MOM.NOV88 Too long (more than fifteen characters)

PAYROLL$.REP Contains an illegal character, the dollar sign ($)

MY FILE.88 Contains an illegal character, the space between MY and FILE.88

How to Choose a Name

Knowing what filenames are legal and illegal is not enough. You also need to assign intelligent names to your document files. We suggest the following:

- Use names with meaning. The filename F87266 has no intrinsic meaning; it says nothing about what the file contains. The filename LETTER.003 is a little better; it obviously refers to the third letter to someone. But to whom? A better filename might be JONES.REPORT if the letter is a report to Mrs. Jones, or T.SMITH.LET02 if this is the second letter in this file to Tom Smith. A filename like YE88.RPT may make no sense to your boss, but it's a good name if you recognize it as the Year End 1988 Report.

- Don't try to include *everything* about the file in the name. Fifteen letters (with limited symbols) aren't enough to get very descriptive. The date on which you create a document, for example, doesn't have to be in the filename; ProDOS automatically includes the current date and time with each disk file.

- Use intelligent disk names, filenames, and folder (directory) names under which you save related files. Folders, explained below, help you logically group your documents. For example, if you are writing an annual report with five chapters, you could use a folder named ANN.REP.1988 and include in the folder the files CHAPTER.1, CHAPTER.2, etc. And while the filename CHAPTER.1 is rather general, its complete designation is very specific (assuming it's on the /REPORTS disk):
  /REPORTS/ANN.REP.1988/CHAPTER.1
  The contents of this file would be clear to anyone. If you have a hard drive, folders (and folders within folders) are absolutely essential.

- Finally, don't worry *too* much about the filename. You can waste time trying to be too clever in choosing a name. You can always rename a file if you later realize that the filename is inaccurate or hard to remember.

SAVING PRECIOUS VALUABLES: SAVING DOCUMENTS

After you are through typing your document, you are ready to save it to the formatted disk. The step-by-step procedure is explained below.

Step 1. Choose File/Save As (or press APPLE-**S**).

This is the main command for saving the document in the WordPerfect window. The Save Document dialog (shown in Figure 9.1) prompts you to type (or edit) the name of the file, or accept the current filename (by clicking on OK), or cancel the save command. [WordPerfect version 2.1 has a different style of Save Document dialog, which conforms to the standard Apple Macintosh interface, including a scroll box with a list of the disk files in the current directory.]

Step 2. Type the filename, then press RETURN (or click on OK or Save).

Be sure to follow the rules given above for selecting a filename. WordPerfect then saves a copy of the letter to the disk.

If you type, for example, **Sample.Let**, the file will be saved to the /WordPerfect.Wrk disk.

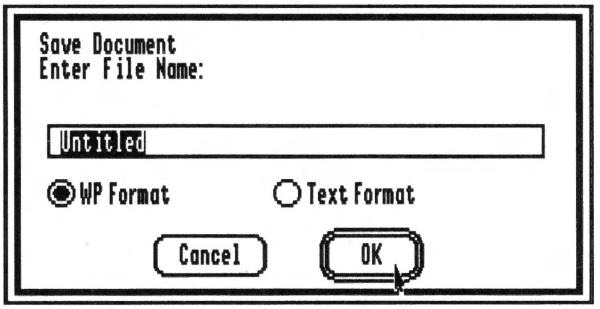

Figure 9.1 The Save Document dialog (for WordPerfect version 2.0). You are prompted to type (or edit) a filename or to accept the current filename. [WordPerfect version 2.1 has a different style of Save Document dialog, which conforms to the standard Apple Macintosh interface, including a scroll box with a list of the disk files in the current directory.]

You can change the disk to which the file is saved by typing a complete path, for example, **/DATA.WP/SAMPLE.LET**, in which case the document is saved to the disk named /DATA.WP. If the disk is currently not on-line, WordPerfect will prompt you to insert the disk. If no file on the disk has the name SAMPLE.LET, the screen document is immediately saved to the disk.

If a file already exists by that name, you will be asked if you want to replace the existing file (see Figure 9.2).

You may do one of the following:

- Press RETURN or click on No to indicate that you do *not* want to replace /DATA.WP/SAMPLE.LET but want to give the document a different filename.
- Select Yes to indicate that you do want to replace /DATA.WP/SAMPLE.LET, that is, to overwrite the old disk file with the updated screen document.
- Select Cancel (by clicking on Cancel or pressing CLEAR) to abort the save operation and return to the document window.

Step 3. Wait for WordPerfect to save your file.

While writing to the disk, WordPerfect displays the image of a watch (as a symbol to wait) in place of the mouse cursor.

After saving the document, WordPerfect changes the mouse cursor to an arrow and returns you to the document window. You can then add to, edit, or print the document, or you can simply exit WordPerfect.

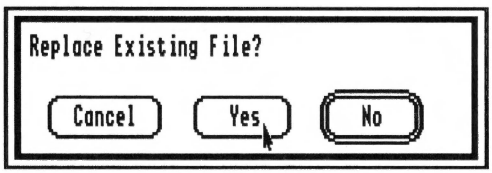

Figure 9.2 The Replace Existing File dialog, indicating that there currently exists a file with that filename.

Saving While Closing

An alternative way of saving a screen document is to use the WordPerfect File/Close command. Generally you will use this method only when you intend to clear the screen or to quit WordPerfect.

After choosing File/Close (or pressing OPTION-**C**, or clicking on the close box in the upper left corner of the document window), WordPerfect displays the Save Document dialog. Now you may do one of the following:

- Click on Yes (or press RETURN) to save the document. Type a new filename, then click on OK (or press RETURN) to accept the current filename.
- Click on Cancel (or press CLEAR) to abort the save operation.
- Click on No if you don't want to save the document.

If you click on Yes or No, WordPerfect now displays the EXIT WordPerfect dialog (Figure 9.3), and you have three choices:

- Select No (or press RETURN) to indicate you don't want to exit WordPerfect; this clears the screen and returns to WordPerfect for typing another document.
- Select Yes to exit WordPerfect, after which you will get the ProDOS "Start Next Program" screen.
- Select Cancel (or press CLEAR) to return to WordPerfect with your document still on the screen.

A REGULAR SAVINGS ACCOUNT: FILE/SAVE

What if you are in the middle of writing an important paper, and . . . a coworker accidentally turns off your machine; a chip goes bad; your three-year-old pulls the plug; your spouse, trying to get your attention, flips the circuit breaker to your computer; a sudden power surge causes your computer to stop accepting keyboard input; a power glitch causes your computer to reboot; or a lightning storm shuts off your power?

The good news is that these things happen very rarely. The bad news is that they seem to happen at just the wrong time.

So learn this rule:

Save your screen document about once every twenty minutes of word processing work.

Get in the habit of choosing File/Save on a regular basis to replace the original (now outdated) disk file with the new (updated) screen document.

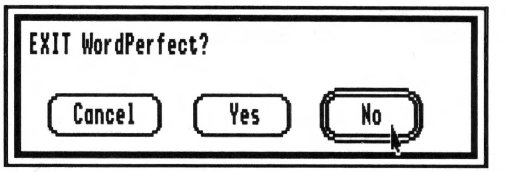

Figure 9.3 The Exit WordPerfect dialog.

The advantage of the File/Save command over File/Save As is that the simple former command does not prompt you with the Save screen or ask you to verify that you want to overwrite the current disk filename. Thus File/Save is fast and simple.

In fact, the File/Save feature is so important that we suggest you assign a Keyboard Equivalent to simplify the operation. Follow these steps to create a User-Defined Keyboard Equivalent to the File/Save feature:

Step 1. Press CONTROL-**S** to open and scroll the Help Feature to the words starting with *S*.

The indicator should be on the word Save. If it isn't, click on Save.

Step 2. Press OPTION-**D** (a mnemonic for Disk save).

A D (for OPTION-**D**) appears to the right of the Save command in the Help list.

Step 3. Click on the document screen (outside the Help list) to close the Help menu, or press ESC.

Step 4. Choose File/Defaults (or press APPLE-**D**).

WordPerfect displays the Defaults, Save and Restore dialog.

Step 5. Make sure that the boxes next to Formatting Variables and Keyboard Equivalents are checked (click on the boxes to check them), and that the "Save current values" button is *on*; then click on OK (or press RETURN).

WordPerfect saves the User-Defined Keyboard Equivalent default to the /WordPerfect.Wrk disk.

From now on, when you want to save the screen document, choose File/Save As (APPLE-**S**) the first time you save and name the document, and use the newly defined OPTION-**D** (for File/Save) to save the document thereafter.

FILING IT AWAY: FOLDERS (DIRECTORIES)

Whenever you want to save or retrieve a document file, ProDOS needs to know three things:

- *The disk (or volume) name.* This tells ProDOS the disk on which the file is located. The volume name is analogous to a drawer label on an office file cabinet (see Figure 9.4). For example, /REPORT is the name of a volume in which you keep company reports.
- *The file folder (or directory), if any.* Sometimes you want to save a group of closely related files in folders (also called directories or subdirectories). These are analogous to file-drawer holders or file folders within the file cabinet. For example, REPORTS is a folder (directory) in the volume /DATA.WP, and SALES is a folder (subdirectory) in the REPORTS folder (see Figure 9.4).

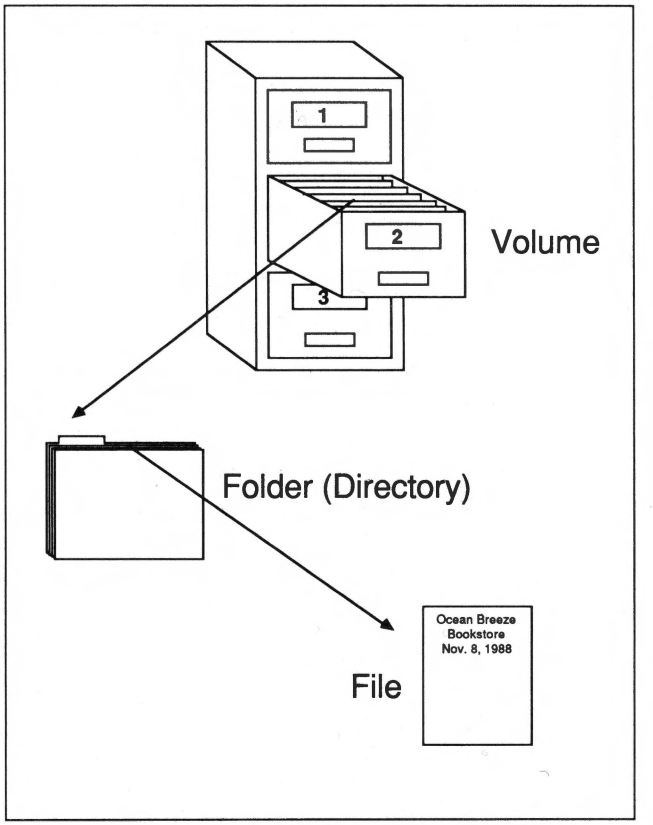

Figure 9.4 The File Path, including volume, folder, and filename. [This dialog may appear in a different format with WordPerfect version 2.1.]

- *The filename.* This is the actual name of the file containing your document. For example, SMITH.JAN is the filename in Figure 9.4.

The complete designation for the file is called the *path* because it is the path ProDOS most follow to reach a particular file. The path to the document containing Smith's January sales report is (see Figure 9.4)

/DATA.WP/REPORTS/SALES/SMITH.JAN

Other subdirectories or folders within /DATA.WP might be YEAREND or CUSTOMER or FIELD.REP. Other files within these subdirectories might be JONES.88 or JOHNSON.APR or HILTON.026.

We will now show you how to create a folder (directory) from ProDOS, how to create a folder (directory) from within WordPerfect, and finally how to change the default path from WordPerfect.

Creating a Folder (Directory) from the ProDOS Desktop

To create a folder (directory) from the ProDOS desktop (that is, outside of WordPerfect), follow these directions:

You need the following:

- The /Utilities.Wrk disk (created in Chapter 3).
- A data diskette (for example, DATA.WP prepared in Chapter 3).

Follow these steps to create a folder (directory):

Step 1. Boot the /Utilities.Wrk disk by placing it in a disk drive and turning *on* your computer.

The monitor screen now displays the ProDOS desktop, with the main menu items listed across the top of the screen, the /Utilities.Wrk icon in the upper right corner of the screen, and the trash icon in the lower right corner of the screen.

Step 2. Place your data disk (/DATA.WP) on-line.

This may require that you eject /Utilities.Wrk (by pressing the eject button on the disk drive) and insert /DATA.WP, or that you insert /DATA.WP into your 5¼-inch drive (if you have one) and double-click on the "Drive #1" icon.

Step 3. Double-click on the /DATA.WP disk icon.

This opens the disk, displays the /DATA.WP window, lists data about the disk (the number of items, space used, and space available), and shows the icons of the files present on the disk.

Step 4. Choose File/New Folder (or press APPLE-**N**).

This places a new folder, called UNTITLED, on the /DATA.WP disk.

Step 5. Drag the new folder icon to an empty location in the /DATA.WP window.

This also activates (highlights) the new folder.

Step 6. Choose File/Rename to rename the UNTITLED folder.

Step 7. Type the new name, **REPORTS**, and press ENTER.

You can now save a WordPerfect file in the REPORTS folder (directory). When WordPerfect asks for the filename in Step 2 of "Saving Your Document," type the complete path. For example, after WordPerfect displays the Save Document dialog, type (for example)
/DATA.WP/REPORTS/SMITH.JAN
and WordPerfect will save the file SMITH.JAN in the /REPORTS folder on the /DATA.WP.

Removing a Folder While in the ProDOS Desktop

To remove (delete) a folder (directory) from a disk while in the ProDOS desktop, follow these steps:

Step 1. Boot the /Utilities.Wrk disk and put the data disk on-line.

Step 2. Open the data disk by double-clicking on its icon.

Step 3. Drag the folder (which you want to erase) from the data disk window to the Trash icon in the lower right corner of the desktop.

If you change your mind after deleting a folder (or any file), and the Trash icon is still bulging, double-click on the Trash (to open it) and drag the folder (or file) back into the data disk window. You will now see how to create a folder (directory) from *within* WordPerfect.

Creating a Folder (Directory) Within WordPerfect

To create a folder (directory or subdirectory) while in WordPerfect, do the following:

What you need:

- The /WordPerfect.Wrk disk, which should already be booted so that WordPerfect is up and running.

- The data disk (for example, /DATA.WP created in Chapter 3) on which you want to create a new folder.

Follow these steps:

Step 1. Choose File/File Management (or press APPLE-**F**).

WordPerfect displays the File Management screen.

Step 2. Click on Create (at the bottom of the screen).

WordPerfect displays the New Pathname dialog, as shown in Figure 9.5.

Step 3. If necessary, place your data disk on-line.

Step 4. Type the complete pathname of the new folder, for example, **/DATA.WP/REPORTS**, and press RETURN (or click on OK).

WordPerfect creates the new folder and returns you to the original File Management screen.

Step 5. To see the new folder (directory) name on the File Management screen, click on the disk icon (in the upper right corner of the screen) one or more times, until the /DATA.WP disk is displayed.

WordPerfect displays REPORTS, of Type DIR (directory or folder).

Changing the Default Path

Even though WordPerfect and ProDOS need to know the disk name, the folders, and the filename in order to save or retrieve a document (or any other file), you do not need to specify the complete path every time you access the file. This is because ProDOS allows a *default*, a condition which will exist unless specified otherwise.

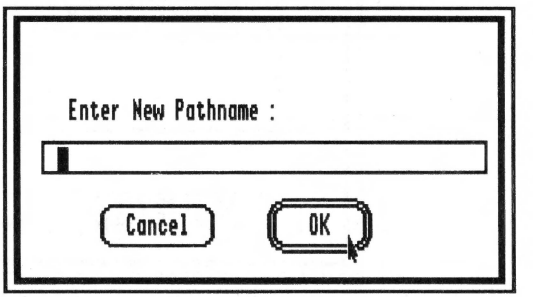

Figure 9.5 The New Pathname dialog.

You can give ProDOS (or WordPerfect) a *default path* for locating files. For example, you can set the default path to DATA.WP/REPORTS and then simply use the filenames SMITH.JAN and JOHNSON.APR to access the files in that folder.

Follow these steps to change the default path:

Step 1. From the WordPerfect document window, choose File/File Management (or press APPLE-**F**) to view the File Management screen.

The current default path is listed in the upper left corner of the screen (to the right of the disk icon). For example, Prefix:/WORDPERFECT.WRK/ indicates that the current prefix (default path) is the /WordPerfect.Wrk disk.

Step 2. Click on Prefix at the bottom of the File Management Screen.

WordPerfect displays the Prefix window, shown in Figure 9.6. The system prefixes indicate the path (disk and folder locations) of the various types of files used by WordPerfect:

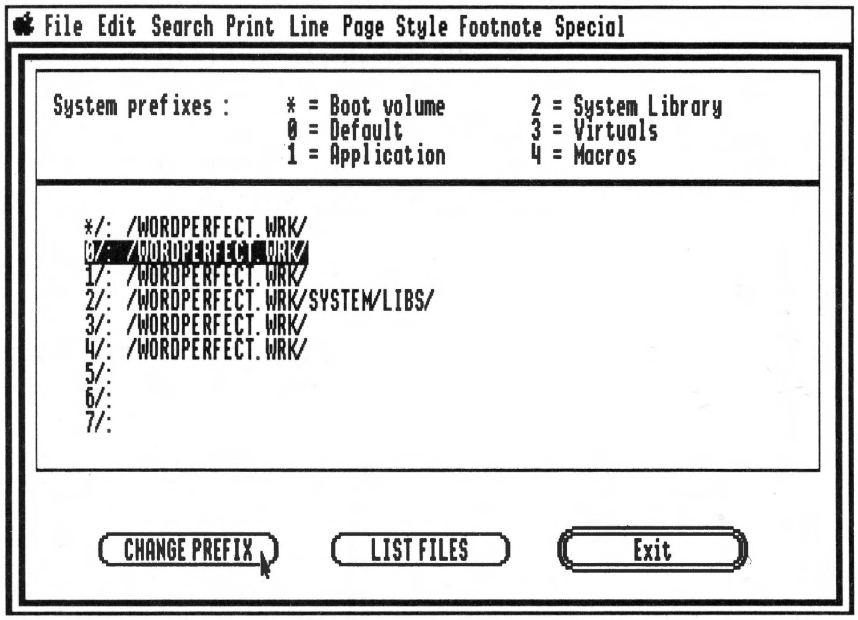

Figure 9.6 Changing the Default path by means of File Management and the System Prefixes window.

***/:** The Boot volume (the disk that was used to boot the Apple IIGS).

0/: The Default. This is the prefix (path) that WordPerfect uses to save and retrieve document files. You will change this pathname in the next two steps.

1/: The Application (usually /WORDPERFECT.WRK).

2/: The System Library (the path for WordPerfect to access ProDOS system programs).

3/: The WordPerfect Virtuals. These are overflow files used by WordPerfect so that when your document size exceeds the available memory in your computer, part of the document moves onto the disk.

4/: The WordPerfect Macros. By allowing you to change the path of macros, you can create various macro libraries (see Chapter 20, "Macros").

5/, 6/, and 7/: User-defined volumes. You can specify the pathname (volume and directory) for saving and retrieving files. For example, you can specify that volume /5 contains Ocean Breeze Bookstore letters, stored in the path /BOOKSTORE/LETTERS (where /Bookstore is the name of the disk, and Letters is the name of the directory). Then, when you want to save or retrieve a letter (using the File/Retrieve command), you can specify the letter to Mr. Jones as 5/JONES (rather than the cumbersome /BOOKSTORE/LETTERS/JONES).

You can use any of the above volume number designations in place of complete pathnames for saving or retrieving files.

Step 3. Click on the 0/: (default) filename.

The Default filename becomes highlighted.

Step 4. Click on CHANGE PREFIX at the bottom of the Prefix screen.

WordPerfect displays an input box and waits for you to type the new pathname.

Step 5. Type (for example) **/DATA.WP/REPORTS** and press RETURN, where /DATA.WP is the disk and /REPORTS is a folder in /DATA.WP.

Step 6. Click on Exit to leave the Prefix window.

Step 7. Click on Exit to quit the File Management screen.

You can simplify the above procedure by (1) choosing File/File Management, (2) selecting another disk (by clicking on the disk icon) or selecting another folder (by clicking on the filename of a DIR file), (3) clicking on Prefix at the bottom of the screen, (4) clicking on CHANGE PREFIX, and finally (5) clicking on OK, since the new disk or folder name is automatically displayed in the input box; then continue with steps 6 and 7 above.

LET YOUR FINGERS DO THE WALKING: MANAGING FILES

WordPerfect provides several commands to help you manage your disk files. Some of these commands are also available directly from ProDOS, but they are usually easier to execute in WordPerfect.

Listing Files

From time to time—for example, when you are looking for a particular document—you need to see what files are stored on the disk. To do this, choose File/File Management or press APPLE-**F**. WordPerfect will display a listing of the files in the current (default) path. To view file lists on other disks or in other directories, use these commands:

- If you want to list the files on a different disk, click on the disk icon in the upper left corner of the File Management screen.
- If you want to list the files within a folder on the current disk, click on the name of the directory file (which has a file type of DIR), and then click on Look (or press RETURN), or simply double-click on the DIR file.
- If you are viewing the files within a directory or a subdirectory, you can move back to the previous directory by clicking on the folder icon in the upper left corner of the File Management screen. For example, if you are viewing the path /DATA.WP/REPORTS/SALES, clicking on the folder icon displays the files in /DATA.WP/REPORTS; clicking on the folder again displays the files in /DATA.WP.

File Management

Displaying a list of filenames is only a minor function of the File Management screen, however. The most important item is the command menu at the bottom of the screen. See Figure 9.7 and the explanation below of each item on the File Management screen.

Many of these options act on the *selected* file. To select a file, use the scroll bar to bring the filename up on the screen, then click on the name to highlight it.

The following list describes the various File Management options:

- **Retrieve** loads the selected (highlighted) document file onto the WordPerfect screen. If no document is currently on the screen, the selected file becomes document #1 (as indicated by **Doc 1** in the lower left corner of the screen). If a document is currently on the screen, the selected file is *inserted* into your screen document. This can be confusing to WordPerfect novices. Be sure you understand that RETRIEVE *does not replace the screen document, nor open a window for another document*, but rather adds or inserts the disk file into the text already on the screen. A common error is to save the screen document (the one you are working on) to the disk, then retrieve that same document back to the screen without first

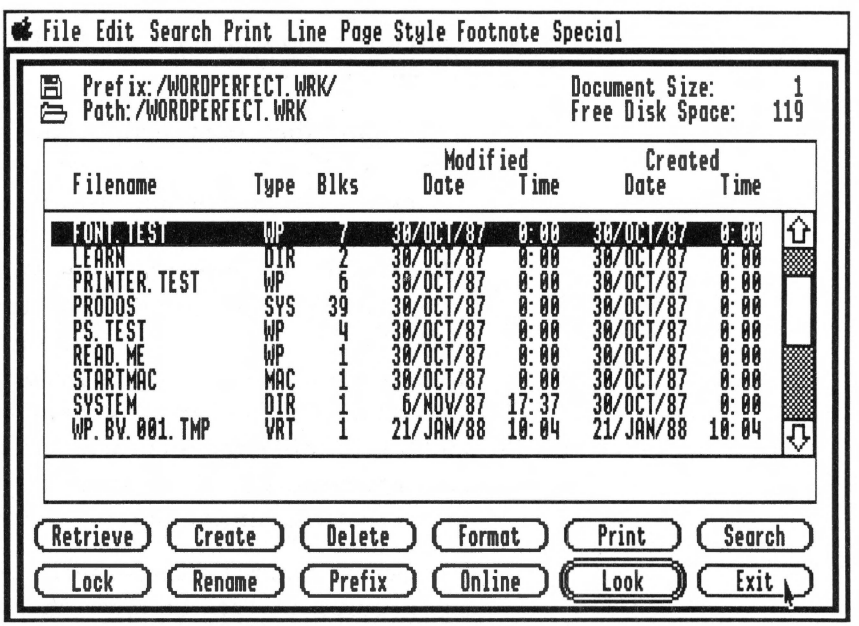

Figure 9.7 The File Management window.

clearing your screen. This puts two copies of the same document in the same window simultaneously, which can cause serious confusion. If you want to retrieve a second document to your screen, first choose File/New (or press APPLE-**N**) to open a new window, and then retrieve the disk file.

- **Create** creates a new folder (directory), as described earlier in this chapter.

- **Delete** erases the selected (highlighted) file from the current disk.

  After you click on Delete, WordPerfect asks you to verify that you really want to delete the file. Choose No (or press RETURN) if you don't want to delete the file, or choose Yes if you do.

- **Format** initializes (formats) a disk, as described in Chapter 8, "Managing Your Disks."

- **Print** outputs the current (highlighted) document file to the printer.

  This is similar to the normal Print/Printer Control/Print a Document command, except that you don't have to type the name of the document (since it is highlighted) and you can't specify a range of pages to be printed (WordPerfect prints the entire document).

- **Search** lets you search for words in all the document files in the current directory.

  If you know that somewhere in one or more document files you have typed "Ocean Breeze Bookstore" but can't remember the filenames, click on Search, and WordPerfect gives the prompt **Word Pattern 1:**. Type **Ocean** and press SPACE BAR or RETURN. After WordPerfect gives the prompt **Word Pattern 2:**. Type **Breeze**. After the next prompt, type **Bookstore** and press SPACE BAR or RETURN. When WordPerfect prompts you for Word Pattern 4, just press RETURN, (since you only have three words in your search phrase). (You are allowed up to nine words in your search pattern.) WordPerfect then searches through all the files in the current directory (folder), and displays the filenames of all documents that contain the phrase "Ocean Breeze Bookstore."

  The Search command also supports two wildcards: the = (equal sign) represents zero or more characters, and the - (hyphen) represents a single character. For example, if you are not sure how to spell *Ocean Breeze* or if you are not sure of the name, type **Ocean**

as the first word and then **Br =** as the second word. (Then press RETURN at the third prompt). In this example, where the equal sign (=) signifies "match anything," WordPerfect finds all occurrences that fit the word pattern *Ocean Br*, including *Ocean Breeze*, *Ocean Breakers*, *Ocean Brine*, etc. and displays all the filenames containing the match. If you want to search for a particular word but can't remember one of the characters, use a hyphen (-) in the word pattern. For example, with the word pattern *l-ck*, WordPerfect would locate all the files containing words such as *lack*, *lick*, *lock*, and *luck*.

- **Lock** is a switch for locking or unlocking files.

  Select (highlight) the file you want to lock, and click on Lock. An asterisk (*) appears on the screen to the left of the locked file. To unlock a file, select it and again click on Lock; the asterisk disappears. Locking a file protects it from being erased, modified, or renamed. You can print or retrieve a locked file, but any editing of the file cannot be saved using the same filename.

- **Rename** lets you give the selected (highlighted) file a new name.

  Move the highlight bar to the file you want to rename, and click on Rename. When WordPerfect prompts you **NEW NAME:**, type or edit the new name in the input box, and press RETURN or click on OK. You can rename directory files (folders) as well as normal files.

- **Prefix** lets you change the system prefixes, as explained above in the section "Changing the Default Path."

- **Online** displays a list of all the disks currently on-line.

  To list the files on a disk other than the current disk, click on the new disk name (or device designation), and click on LIST FILES.

- **Look** lets you view the contents of a WordPerfect document file, any ProDOS text file, non-compacted picture file, or the files in another directory. Simply select (highlight) the file or directory you want to view, and click on Look.

- **Exit** quits the File Management window and returns you to the screen document.

The File Management screen has one other helpful feature (not indicated on the command menu): moving the cursor to a desired file by typing the filename. When you press the first letter of the desired

filename, WordPerfect automatically jumps the cursor to the first file starting with that letter and prints the typed letter between the file list and the command buttons. If you now press another letter, WordPerfect moves the cursor to the next file whose name begins with these two letters. After pressing enough keys to get the cursor to your desired file, press SPACE BAR to reset the command menu at the bottom of the screen. Alternatively, after the cursor gets close to your desired file, press any arrow key. WordPerfect then moves the cursor in the direction of the arrow and resets the command menu. You are now ready to execute any of the File Management commands.

Managing your files is like managing your bank account. It takes a little effort but it is crucial to word processing success. In preserving your written communication, it could make the difference between wealth and poverty.

SELF-TEST

1. Circle *Legal* or *Illegal* for each of the following filenames:

1988LETTER	Legal	Illegal
LETTER.1988	Legal	Illegal
REPORT.88	Legal	Illegal
88REPORT.JAN	Legal	Illegal
[JONES].LET	Legal	Illegal
PERSONAL.JOURNAL	Legal	Illegal

2. While in WordPerfect, you should save your screen document about once every _____ minutes.

3. Which of the following is a command on the File Management screen? Circle Yes or No.

Unlock	Yes	No
Copy	Yes	No
Backup Disk	Yes	No
Rename	Yes	No
Look	Yes	No
Format	Yes	No
Print	Yes	No

4. How do you make a new folder (create a new directory) from within WordPerfect?

_____

_____

Chapter 10

Showing the Codes

BEHIND THE SCENES: HIDDEN CODES
How WordPerfect Formats Your Document

BREAKING THE CODE: SHOWING CODES

A SECRET CODE: DELETING AND INSERTING CODES
Editing Using the Codes Window
Editing Without Using the Codes Window
Hidden Codes
Common Codes

SELF-TEST

Driving down the road in your car, you rarely think about what is going on under the hood. The pistons fire, the fan spins, the battery recharges, the carburetor mixes gas and air, the drive shaft turns the wheels. It's all automatic.

Until something goes wrong.

Then suddenly you become very interested in what happens under the hood. You have questions: What went wrong? Where is the problem? How long will it take to fix it? How much will it cost? Unfortunately, sometimes these questions are hard to answer.

BEHIND THE SCENES: HIDDEN CODES

As you type a letter or report, you don't worry about what WordPerfect is doing. Centering, bolding, underlining, tabbing, deleting, and inserting all happen without much thought. The cursor moves, the screen scrolls, and page breaks appear. It's all automatic.

Until something goes wrong. Or until you want to make a major change in your manuscript.

Then you need to know what WordPerfect is doing "under the hood." For example, you may want to join two paragraphs into one, remove underlining, alter the margins or tabs, convert from pica to elite, move a section of text from one location to another, change from letter-size to legal-size pages, or make any number of other modifications to your text. These changes will be much easier to make if you know how WordPerfect marks your document to indicate its format.

How WordPerfect Formats Your Document

As you type words and perform word processing functions, WordPerfect places special *codes* within your document to indicate such things as the end of a line, the end of a page, or a change in the margins. These codes, which are normally hidden from view, also mark the text to center a title, boldface a heading, underline a phrase, indent a paragraph, and do all the other necessary formatting chores. Whenever WordPerfect displays your document on the monitor screen or sends it to your printer, the hidden codes serve as signals to tell WordPerfect how the text should appear.

For example, when you press TAB, WordPerfect places an invisible code, [Tab], in your text at the cursor. From then on, whenever WordPerfect displays or prints that part of your document, the code tells WordPerfect to move the text to the next tab stop.

Similarly, when you choose Style/Underline (APPLE-**U**), WordPerfect marks the text with the codes [U] (begin underlining) and [u] (end underlining). When you press APPLE-**U** again, the cursor moves outside the underlining code and the underlining ends. Other codes

mark the beginning and end of bold type ([B] and [b]) and the beginning and end of centered text ([C] and [c]).

Some codes result from user commands, while others occur automatically. For example, when you press RETURN at the end of a paragraph, you are marking the text with the code [HRt], meaning "Hard Return." On the other hand, when your typing reaches the right margin, WordPerfect automatically replaces the space after the last word that fits on the line with the code [SRt], meaning "Soft Return," causing the text to wrap to the next line. If you later delete or add a word or phrase in the previous line, WordPerfect automatically removes the [SRt] code (replacing it with a space) and places [SRt] at a new location in your text to maintain the proper line length. The [HRt] code, on the other hand, remains at the same location in your text until you delete it.

BREAKING THE CODE: SHOWING CODES

Fortunately, these codes do not appear on the normal WordPerfect screen. Instead, you see the text more or less as it will appear on the printed page. When you want to see the codes, choose Edit/Show Codes (OPTION-**S**) and the WordPerfect codes window appears. Figure 10.1 shows the codes window as it appears for the document /Data.Wp/Owlbooks.inv.

```
File Edit Search Print Line Page Style Footnote Special
                          owlbooks.inv

                    Ocean Breeze Bookstore
                    1212 San Ysidro Avenue
                     San Diego, CA  92101

                          January  18, 1989

Night Owl Books
1717 Sleepy Hollow Drive
Arcadia, CA  95113
=================================================================
[C][CntrPg][C]Ocean Breeze Bookstore[c][HRt]
[C]1212 San Ysidro Avenue[c][HRt]
[C]San Diego, CA  92101[c][HRt]
[HRt]
[Tab][Tab][Tab][Tab][Tab][Tab]January  18, 1989[HRt]
[HRt]
Night Owl Books[HRt]
1717 Sleepy Hollow Drive[HRt]
Arcadia, CA  95113[HRt]

Doc 1 Pg 1 Ln 1 Pos 10
```

Figure 10.1 The codes window as it appears for the file /Data.WP/Owlbooks.inv (Figure 6.1).

Note the following about the codes window:

- The cursor is shown as a reverse-video [^].
- The document and codes windows are approximately the same size.
- You can move through text and codes with any of the cursor keys.
- You can use any WordPerfect feature (such as Underline) while in the codes window.
- You can delete text and codes within the codes window by using DELETE or DELETE RIGHT (the period key on the number pad). When the codes window is inactive, WordPerfect asks you to verify the deletion of most codes, but when the codes window is active, WordPerfect does not ask for verification.

Choose Edit/Show Codes (OPTION-**S**) to exit the codes window and return the document window to its normal size.

A SECRET CODE: DELETING AND INSERTING CODES

Understanding the codes in WordPerfect is important, because you can edit (delete, insert, and move) codes just as you can edit (delete, insert, and move) text. For example, Figure 10.2 shows a line in a document that ends with . . . *wishes to make the announcement of the Grand* and the next line that starts with *Opening of their new store* . . . . An invisible code, [SRt], is located immediately after the word *Grand* to indicate the end of a line. When the first line is shortened to read . . . *wishes to announce the Grand* . . . , there is now room for the word *Opening* on this line, so WordPerfect automatically moves *Opening* up to the previous line and moves the [SRt] from after the word *Grand* to after the word *new.*

Suppose that while typing a document you pressed APPLE-**U** to underline a word, then decided you didn't want to underline that word after all. You could delete the underline code without deleting the word to be underlined. You could also insert underline code around a word that had already been typed.

Editing Using the Codes Window

The following exercise demonstrates how to delete and insert codes by using the codes window. Begin by clearing the screen, choosing Edit/Show Codes (OPTION-**S**) to show the codes window, and then typing the following two sentences as shown, where parentheses indicate a feature or key (see Figure 10.3).

```
File Edit Search Print Line Page Style Footnote Special
                          Untitled
Ocean Breeze wishes to make the announcement of the Grand
Opening of their new store in La Jolla, California.

Ocean Breeze wishes to announce the Grand Opening of their new
store in La Jolla, California.

==========================================================================
|●|Ocean Breeze wishes to make the announcement of the Grand|SRt|
Opening of their new store in La Jolla, California.|HRt|
|HRt|
|HRt|
Ocean Breeze wishes to announce the Grand Opening of their new|SRt|
store in La Jolla, California.

Doc 1 Pg 1 Ln 1 Pos 10
```

Figure 10.2 The invisible code [SRt] that marks the end of a line of text that has been wrapped to the next line.

(TAB) **WordPerfect makes it easy to change your mind about whether or not to** (UNDERLINE [APPLE-**U**]) **underline** (UNDERLINE [APPLE-**U**]) **or** (BOLD [APPLE-**B**]) **bold** (BOLD [APPLE-**B**]) **a word.** (RETURN) (RETURN) (TAB) **WordPerfect also handles paragraphs with ease.**

Then follow these steps to delete and insert code in the sentences, as indicated. (Remember to position the cursor in *the document window*, rather than in the codes window.)

Step 1. Click on the *W* of the word *WordPerfect* (located in line 4 of the *document* window, in the upper half of the screen) and then press DELETE four times.

This erases the TAB and RETURN codes, [Tab] and [HRt], and combines the two separate paragraphs into one paragraph.

Step 2. Press the SPACE BAR twice to double-space between sentences.

File Edit Search Print Line Page Style Footnote Special

Untitled

WordPerfect makes it easy to change your mind about whether
or not underline or bold a word.

WordPerfect also handles paragraphs with ease.

==========

|Tab|WordPerfect makes it easy to change your mind about whether|SRt|
or not |U|underline|U| or |B|bold|B| a word.|HRt|
|HRt|
|Tab|WordPerfect also handles paragraphs with ease.|•|

Doc 1 Pg 1 Ln 4 Pos 61

Figure 10.3 Document and codes windows for the sample paragraph.

Step 3. Click on the *b* of the word *bold* (located in line 2 of the *document* window), then press DELETE RIGHT (the period key in the number pad).

The [B] and [b] codes are deleted and the word *bold* is no longer bolded.

Step 4. Click on the *u* of the word *underline* (in line 2 of the *document* window), then press DELETE RIGHT (the period key in the number pad).

The [U] and [u] codes are deleted, and the word *underline* is no longer underlined.

Step 5. Click on the *e* of the word *ease* (the last word in the paragraph in the *document* window).

Step 6. Drag the cursor to highlight the word *ease*, but do not highlight the period that ends the sentence.

The block code, [Block], appears in the codes window.

Step 7. Press APPLE-**U** (or choose Style/Underline) to underline the word *ease*, then click the mouse to turn *off* Block.

The word *ease* is underlined.

Step 8. Choose Edit/Hide Codes (OPTION-**S**) to hide the codes window and return to the normal document window.

You can delete and insert codes in the document window *without* first showing the codes window. In fact, the exercise above could have been completed in a somewhat similar manner without first showing the codes window.

Editing Without Using the Codes Window

The following exercise demonstrates how to delete and insert codes in the same paragraph used above without showing the codes window. (If you do not have the paragraph on your screen, you should complete the instructions given above.) Follow these steps and delete and insert codes in the sentences, as indicated.

Step 1. Click on the first character of the underlined word ease (the last word of the paragraph).

Step 2. Press the LEFT ARROW key until the Pos number in the status line is underlined, then press DELETE.

A dialog appears on the screen (see Figure 10.4), asking you to indicate whether on not to delete the Underline code.

Step 3. Click on the Yes button to indicate that you want to delete the Underline code.

The underlining disappears, and the status line returns to normal.

Step 4. Click on the first character of the word *easy* (located on line 1), then drag the mouse to highlight the entire word.

The "Block On" message appears on the status line, indicating that the highlighted text will be treated as a unit.

Step 5. Press APPLE-**B** (or select Style/Bold), then click the mouse.

The word *easy* is bolded, and the "Block On" message disappears from the status line.

Often while editing a document, you accidentally attempt to delete a hidden WordPerfect code. Mercifully, before deleting most codes,

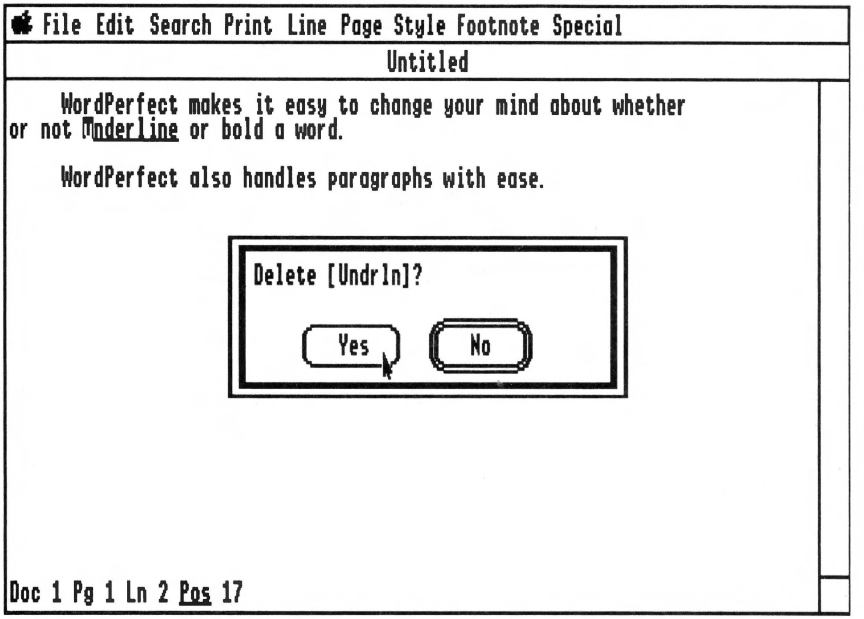

Figure 10.4 The Delete Codes [Underlining] dialog.

WordPerfect will ask you to verify the deletion. However, WordPerfect does not ask for verification if you delete a [TAB] or a [HRt]. These are easily restored by pressing TAB or RETURN.

Hidden Codes

On rare occasions, a perfectly good phrase or line in a WordPerfect document goes wacky. Words disappear, spacing looks strange, or the cursor behaves erratically as it passes through the problem area. Such strange behavior means that you have inadvertently put the wrong WordPerfect code in your text. For example, you may have put a Margin Release code, [MarRel], or Centering codes, [C] or [c], in the middle of a line of text.

The cure is simple. Press OPTION-**S** (Edit/Show Codes) and look for the unwanted code in the codes window. Move the cursor to the code and delete it. Then press OPTION-**S** to return to the normal WordPerfect screen; your line will be back to normal.

Another common problem occurs while inserting new words or phrases. Sometimes the new words come out bolded or underlined

when you want them in normal text. The problem is that you clicked the cursor into a region of text that was already underlined or bolded. To avoid this, keep an eye on the status line at the bottom left of the screen, which indicates when the bold, underline, and other features are active. If you have already made the error, the easiest solution is to delete the characters that you just typed, press the right arrow key once or twice to move the cursor past the code (i.e., outside the range of underlining, [U] and [u], or bolding, [B] and [b]), and retype the words you want inserted.

Common Codes

A complete list of the WordPerfect codes is found in the Reference section of the WordPerfect User's Manual under "Codes." Figure 10.5 shows the more common codes. Ninety percent of your word processing will involve the codes listed here.

From now on, when you want to know what is going on "under the hood" of your computer, just press OPTION-**S**. It will be a very revealing experience.

Common WordPerfect Codes

[^]	Cursor position
[ ]	Hard space
[-]	Hyphen
-	Soft hyphen
/	Cancel hyphenation
[A] [a]	Tab align or flush right begin and end
[B] [b]	Bold begin and end
[Block]	Block begin
[C] [c]	Center begin and end
[Center Pg]	Center page top to bottom
[FntChng: *n,n*]	New font (pitch, font)
[HPg]	Hard page break (forced end of page)
[HRt]	Hart return (end of paragraph)
[Hyphen on]	Hyphenation on
[Hyphen off]	Hyphenation off
[Ind]	Indent
[l/rInd]	Indent left and right
[MarSet: *n,n*]	Set left and right margin
PgLnth:*n*]	Page length (form lines, text lines)
[RtJustOff]	Right justification off
[RtJustOn]	Right justification on
[SpcSet: *n,n*]	Spacing (n = 1 for single, n = 2 for double, etc)
[SPg]	Soft page break (end of page)
[SRt]	Soft return (end of line)
[Sbscrpt]	Subscript
[SprScrpt]	Superscript
[Tab]	Move to next tab stop
[TabSet: *n,n*]	Set tab stops
[TopMar:*n*]	Top margin in half-lines
[U] [u]	Underline begin and end

Figure 10.5 A list of common WordPerfect codes.

SELF-TEST

1. Match the control code at the left with its description at the right:

[U][u]	_____	a. Bold
[^]	_____	b. Hard return
[B][b]	_____	c. Hard new page
[HPg]	_____	d. Cursor position
[HRt]	_____	e. Underline

2. The Show Codes command is executed by pressing

   _____.

3. You can delete text and codes within the codes window by using

   _____.

Chapter 11

Cut-and-Paste and Block Operations

A SMOOTH MOVE: CUTTING AND PASTING

MAKING YOUR MOVE: MOVE PAGE, PARAGRAPH, AND SENTENCE

THROWING A BLOCK: TURNING BLOCK ON

THE NEW KID ON THE BLOCK: OTHER BLOCK FEATURES
- Switching to Uppercase/Lowercase
- Block Bold and Underline

A CHIP OFF THE OLD BLOCK: PRINTING AND SAVING BLOCKS
- Printing a Block
- Saving a Block to Disk
- Retrieving a Block from Disk
- Appending a Block

PLAYING WITH BLOCKS: USING BLOCK FEATURES

SELF-TEST

One of your inalienable privileges as a writer—whether authoring a mammoth technical report or drafting an occasional letter—is to change your mind. Words typed into a computer are not immediately canonized. You can add words, delete phrases, switch sentences, and move paragraphs to transform a mediocre manuscript into a clear composition. The difference between clumsy language and lucid prose is often just a matter of one or two revisions.

When it comes to making revisions, WordPerfect excels. You have already seen some of the capabilities of WordPerfect in Chapter 5, "Editing a Letter," but WordPerfect has other exciting editing features. In order to see some specific examples of these features, you should get into WordPerfect and type the short document, "Announcement from Ocean Breeze Bookstore," shown in Figure 11.1.

A SMOOTH MOVE: CUTTING AND PASTING

To make changes in this or any document, you will use WordPerfect's "cut-and-paste" feature to move text. This procedure involves three steps:

Step 1. Selecting (highlighting) the portion of the text that you want to move.

Step 2. Cutting (removing) the selected text from the document.

Step 3. Pasting (inserting) the selected text back into the document at a new location.

If you have typed the Ocean Breeze Bookstore announcement (Figure 11.1), you are ready to see how the cut-and-paste feature works. First, put the book titles in the announcement in alphabetical order by moving Taming Your Word Processor from the first of the book list to the end of it. Just follow these simple steps to edit the announcement:

Step 1. Move the mouse pointer to the left edge of the screen on the line containing Taming Your Word Processor, hold down the mouse button, drag the mouse pointer straight down along the left edge of the screen to the line containing Computer Music, and release the mouse button.

This should highlight the name of the first book (and any accompanying codes, i.e., spacing and indent) but should not highlight the name of the second book.

Step 2. Choose Edit/Cut (or press APPLE-**X**) to cut the selected text.

ANNOUNCEMENT

from Ocean Breeze Bookstore

We would like to announce the following new releases from the HiTech Publishing Company:

Taming Your Word Processor, by I. M. Wilde, $19.50.

Computer Music, by Tony Whistler, $21.95.

Computerized Self-Improvement, by Taylor Newman, $14.50.

We appreciate your business and look forward to serving you any way we can. These books are now in stock at both locations of the Ocean Breeze Bookstore. As a preferred customer, you are entitled to a 10% discount on all merchandise in our stores. At Ocean Breeze Bookstore, you will find a complete inventory of computer books.

Reed A. Page, Manager

Figure 11.1 The Ocean Breeze Bookstore Announcement, a sample document for demonstrating cut-and-paste operations.

The highlighted text disappears from the screen, and WordPerfect saves a copy of the text onto the disk.

Step 3. Move the mouse pointer to the left edge of the screen on the line containing *We appreciate your business . . .* , click the mouse button (to move the cursor to that location), and choose Edit/Paste (or press APPLE-**V**).

The highlighted text (book title, author, and price) reappears on the screen at the new location.

This process may seem involved, but after you are familiar with the steps, you can make changes quickly and easily.

MAKING YOUR MOVE: MOVE PAGE, PARAGRAPH, AND SENTENCE

WordPerfect provides three features that allow you to make editing changes even quicker and easier: Move Page, Move Paragraph, and Move Sentence.

- Move Page cuts and/or copies an entire page.
- Move Paragraph cuts and/or copies a complete paragraph.
- Move Sentence cuts and/or copies a sentence.

We will move the first sentence of the final paragraph in the Ocean Breeze Bookstore announcement (Figure 11.1) to the end of the paragraph. Follow these steps to use the Move Sentence feature.

Step 1. Click anywhere in the sentence beginning with *We appreciate . . .* (the first sentence in the final paragraph) and then choose Edit/Move Sentence.

Or you could press CONTROL-**M** (to access the Help menu), press **O** (to specify "mo" and move the highlight bar to Move Page), press DOWN-ARROW twice (to highlight Move Sentence), and press ENTER to invoke the Move Sentence command.

The sentence is highlighted, and WordPerfect displays the Move Sentence dialog (Figure 11.2) with the following options:

Cancel aborts the Move Sentence feature and returns you to the WordPerfect document window.

Cut removes the sentence from the screen and saves a copy of the sentence onto the disk to be pasted (inserted) into the document at a new location.

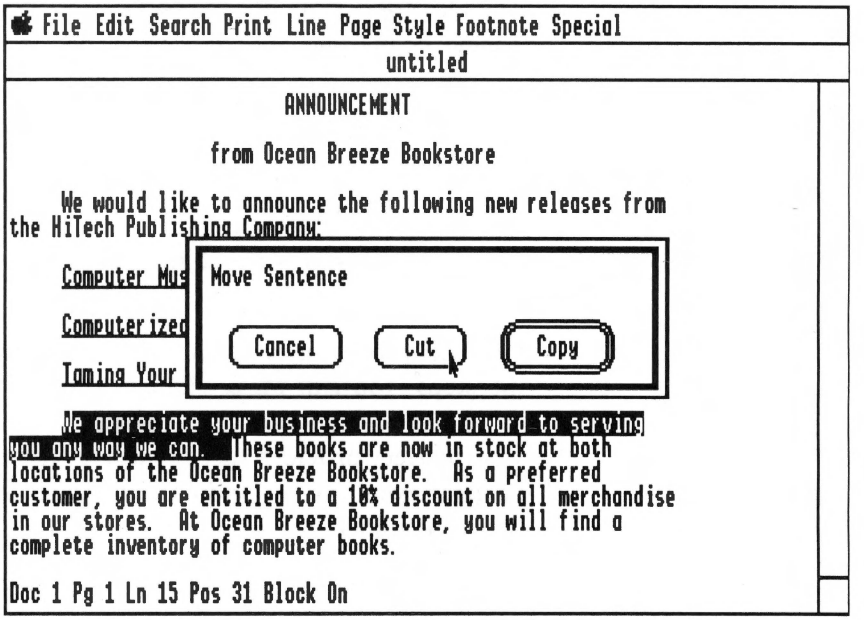

Figure 11.2 The Move Sentence dialog.

Copy or RETURN leaves the sentence on the screen at its present location but saves a copy of the sentence onto the disk to be pasted (inserted) into the document at a new location.

Step 2. Click on Cut (to cut the sentence from the document).

The sentence *We appreciate . . .* disappears from the screen, and a copy of the sentence is saved to the disk.

If the "Virtuals" volume (3/) is full, the error message "Volume directory full" will appear. This means that WordPerfect is trying to copy to a full disk. You will need to change the Virtuals volume to a new disk in order for the operation to work (choose File/File Management, and click on Prefix).

Step 3. Move the cursor to the end of the document (to the right of . . . *inventory of computer books.*). Press SPACE BAR twice (for proper spacing between sentences) and choose Edit/Paste (or press APPLE-**V**).

The sentence *We appreciate . . .* appears in the document at the designated location.

Figure 11.3 shows how the document looks after making these editing changes.

THROWING A BLOCK: TURNING BLOCK ON

Occasionally you will want to move text (such as a phrase) that is not an exact sentence, paragraph, or page. In such cases, you need to perform a "block move" to designate the text as a block that will be acted upon as a unit.

For example, we will move the phrase *At Ocean Breeze Bookstore* from the first of the sentence to the end of the sentence in the final paragraph of Figure 11.3. Follow these steps to block and edit the phrase:

Step 1. Use the cursor-movement keys (the arrows or the number pad keys) to move the cursor to the *A* of *At Ocean Breeze Bookstore* in the next to the last sentence.

Step 2. Press OPTION-**B** (to turn Block *on*). Or you could click on the *A* with the mouse and drag the mouse to select the phrase.

WordPerfect displays the Block On message at the bottom of the screen on the status line.

Step 3. Press the RIGHT ARROW key until the highlight completely covers the phrase *At Ocean Breeze Bookstore.*

The cursor should be before the comma immediately following the phrase.

Step 4. Press APPLE-**X** (or choose Edit/Cut).

This cuts the selected text from the document and saves a copy of it on the disk.

Step 5. Press the DELETE RIGHT key (the period key located on the number pad) three times, and type **Y**.

This deletes the comma, space, and *y* of *you* and inserts a capital *Y* to begin the sentence.

Step 6. Move the cursor to the end of the sentence (but in front of the final period).

The easiest way to do this is by pressing APPLE-**G** (the Go to command), pressing period (.) to move the cursor to the location after the next period, and then pressing LEFT ARROW twice.

Step 7. Press APPLE-**V** (or choose Edit/Paste) to restore the phrase *At Ocean Breeze Bookstore.*

ANNOUNCEMENT

from Ocean Breeze Bookstore

We would like to announce the following new releases from the HiTech Publishing Company:

Computer Music, by Tony Whistler, $21.95.

Computerized Self-Improvement, by Taylor Newman, $14.50.

Taming Your Word Processor, by I. M. Wilde, $19.50.

These books are now in stock at both locations of the Ocean Breeze Bookstore. As a preferred customer, you are entitled to a 10% discount on all merchandise in our stores. At Ocean Breeze Bookstore, you will find a complete inventory of computer books. We appreciate your business and look forward to serving you any way we can.

Reed A. Page, Manager

Figure 11.3 The Ocean Breeze Bookstore Announcement, after editing changes made by selecting, cutting, and pasting text.

Step 8. Edit the text to read . . . *computer books at Ocean Breeze Bookstore.*

Press SPACE BAR, press DELETE RIGHT (the period on the number pad), and type the lowercase *a*.

The edited document now looks like Figure 11.4.

THE NEW KID ON THE BLOCK: OTHER BLOCK FEATURES

The Block feature does much more than let you move text. In fact, you will find that it is one of WordPerfect's most helpful features for editing documents. For example, perhaps you want to convert *Ocean Breeze Bookstore* in the title of Figure 11.4 to all uppercase letters. The Block feature makes it easy.

Switching to Uppercase/ Lowercase

Follow these steps to switch a phrase from lowercase letters to uppercase letters:

Step 1. Select (highlight) the phrase *Ocean Breeze Bookstore* in the document heading.

You can do this with either the mouse or the keyboard. The mouse method is perhaps the easiest: Drag the mouse arrow from the *O* in *Ocean* to the end of the line (after *Bookstore*).

Step 2. Choose Edit/Case Convert.

The Case Convert dialog (Figure 11.5) appears in the middle of the screen.

Cancel aborts the case conversion and returns you to the WordPerfect document window.

Lower converts every letter in the highlighted block to lowercase letters.

Upper or RETURN converts every letter in the highlighted block to uppercase letters.

Step 3. Click on Upper in the Case Convert dialog.

The phrase *OCEAN BREEZE BOOKSTORE* is now in all uppercase letters.

Step 4. Press OPTION-**B** to turn *off* the Block feature.

Block Bold and Underline

WordPerfect supports many other block editing features. Two of the most frequently used are the Block Bold and the Block Underline.

ANNOUNCEMENT

from Ocean Breeze Bookstore

We would like to announce the following new releases from the HiTech Publishing Company:

Computer Music, by Tony Whistler, $21.95.

Computerized Self-Improvement, by Taylor Newman, $14.50.

Taming Your Word Processor, by I. M. Wilde, $19.50.

These books are now in stock at both locations of the Ocean Breeze Bookstore. As a preferred customer, you are entitled to a 10% discount on all merchandise in our stores. You will find a complete inventory of computer books at Ocean Breeze Bookstore. We appreciate your business and look forward to serving you any way we can.

Reed A. Page, Manager

Figure 11.4 The Ocean Breeze Bookstore Announcement, after editing changes made using a block move.

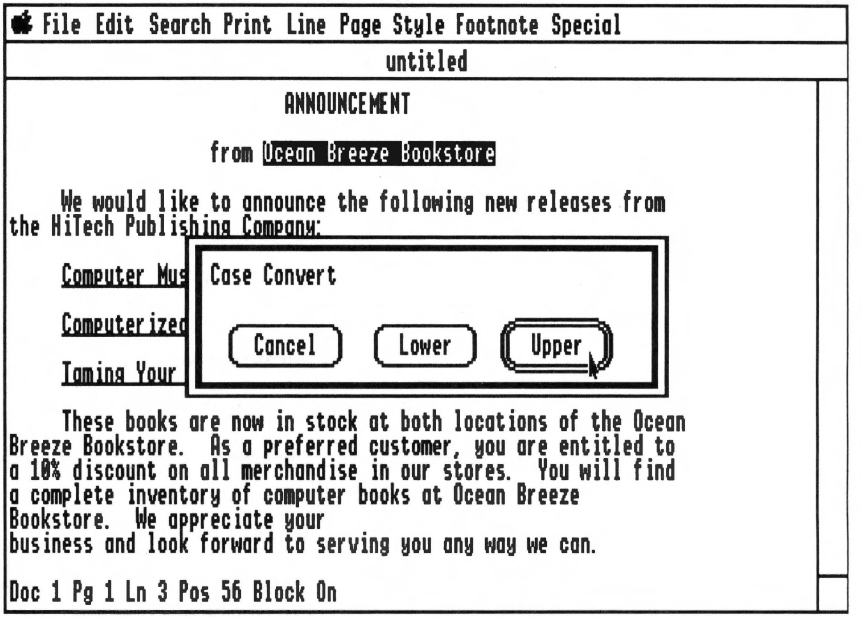

Figure 11.5 The Case Convert dialog.

Put the phrase *10% discount on all merchandise* (Figure 11.4) in boldface type by following these steps:

Step 1. Move the cursor to the *1* in *10%*, press the OPTION-**B** (to turn Block *on*), and move the cursor to the space after the word *merchandise*.

This highlights the desired phrase. (Alternatively, you could have highlighted the phrase by dragging the mouse over the text.)

Step 2. Press APPLE-**B** (or choose Style/Bold), and press OPTION-**B** (to turn Block *off*).

The phrase is now boldfaced. The result after making this change is shown in Figure 11.6.

If you want to underline the phrase instead of boldface it, you would press APPLE-**U** (or choose Style/Underline) in step 2 above.

ANNOUNCEMENT

from OCEAN BREEZE BOOKSTORE

We would like to announce the following new releases from the HiTech Publishing Company:

Computer Music, by Tony Whistler, $21.95.

Computerized Self-Improvement, by Taylor Newman, $14.50.

Taming Your Word Processor, by I. M. Wilde, $19.50.

These books are now in stock at both locations of the Ocean Breeze Bookstore. As a preferred customer, you are entitled to a **10% discount** on all merchandise in our stores. You will find a complete inventory of computer books at Ocean Breeze Bookstore. We appreciate your business and look forward to serving you any way we can.

Reed A. Page, Manager

Figure 11.6 The Ocean Breeze Bookstore Announcement, after editing changes made using the Case Convert and Block Bold feature.

A CHIP OFF THE OLD BLOCK: PRINTING AND SAVING BLOCKS

Other powerful block features include the Block Print (to print parts of a document), Block Save (to save sections of a document to the disk), Block Retrieve, and Block Append (to move pieces of one document to another document) features.

Printing a Block

Suppose you want to print just one paragraph of a document, for example, the final paragraph in Figure 11.6. You could do that using the Block Print feature. Follow these steps to print a block of text:

Step 1. Select (highlight) the text you want to print.

Drag the mouse arrow over the entire paragraph (or move the cursor to the first of the paragraph, turn Block *on*, and move the cursor to the end of the paragraph).

Step 2. Choose Print/Print.

WordPerfect displays the Print Block dialog.

Step 3. Make sure your printer is set up and ready to print, then click on Yes.

WordPerfect prints the highlighted text.

Saving a Block to Disk

The Block Save feature allows you to save a block of text to the disk. You can type text in one document and then, if you decide you want to use part of the text in another document, you can save the selected text with the Block Save feature for retrieval later with the Block Retrieve feature.

Suppose, for example, you decide to use the titles of the three books in Figure 11.6 in a personal letter to a customer. You would use the Block Save and Retrieve features. Follow these steps to save a block of text to the disk:

Step 1. Select (highlight) the text you want saved to the disk.

Move the cursor to the left edge of the line containing the first book title, turn on the Block feature by pressing OPTION-**B**, and press the DOWN ARROW until the three titles are highlighted. The cursor should be on the line *below* the last title.

Step 2. Choose File/Save As.

WordPerfect will display the Block Save dialog.

Step 3. Make sure the /Data.WP disk is on-line, then type **/data.wp/titles** and press RETURN.

WordPerfect saves the selected block of text to the disk under the filename TITLES.

Step 4. Press OPTION-**B** again to turn *off* the Block feature.

Retrieving a Block from Disk

When you write the letter to a customer and want to include the book titles, you would retrieve the block of text containing the book titles from the disk. Follow these steps to use the Block Retrieve feature:

Step 1. Choose File/Retrieve.

WordPerfect version 2.0 displays the Retrieve Document dialog, so that you can enter the filename of the block of text. [WordPerfect version 2.1 displays the Macintosh-style retrieve dialog, so that you can select the filename of the block of text.]

Step 2. If you have WordPerfect version 2.0, type the filename of the document (in this instance **/data.wp/titles**), and press RETURN. [If you have WordPerfect version 2.1, click on the filename and click on Open.]

WordPerfect will insert the selected text into your document.

Appending a Block

You can also save a block of text to an existing disk file. This is useful, for example, if you type text in one document and decide to append (add) that text to an existing document on the disk.

For example, suppose you wanted to add another book title to the list of book titles on the disk. Type the new title (for example, Encyclopedia of Computers, by Noah Ahl, $117.50), then follow these steps to append the block of text to an existing document on the disk.

Step 1. Move the cursor to the line above the block of text (in this instance, the book title). Press OPTION-**B** and then press the DOWN ARROW until the entire line is highlighted.

Step 2. Choose Help/Block Append.

WordPerfect displays the Block Append dialog. Type the name of the file on the disk to which you want the block of text appended.

Step 3. Type the name of the disk file (i.e., **/data.wp/titles**) and press RETURN.

This will append (add) the selected text (the book title) to the list of titles that you saved to the disk in the previous example.

Step 4. Press OPTION-**B** to turn *off* the block.

PLAYING WITH BLOCKS: USING BLOCK FEATURES

Figure 11.7 lists all of the WordPerfect block features. You must first designate (select) a block of text, and then press the appropriate WordPerfect command to execute these features. Look through the list in Figure 11.7 and try some of the features that look interesting. You will learn more about these features in later chapters, but you will want to return to this section and read through the list again after you have had more experience with WordPerfect. The commands that now are unfamiliar will then make more sense.

The cut-and-paste operations and block commands are among WordPerfect's most powerful and useful features in preparing and editing letters, reports, and manuscripts. Taking time now to learn these functions will save you a significant amount of time later.

	BLOCK FEATURES
Bold	Bold-face the blocked text
Underline	Underline the blocked text
Case Convert	Switch all characters in the block to upper- or lower-case
Cut	Remove the blocked text from the document and save an image of the text on the disk
Copy	Keep the blocked text in the document but save an image of the text on the disk
Delete	Erase the blocked text
Save As	Save the blocked text to the disk
Append	Add a block of text to the end of an existing file
Print	Send the block of text to the printer
Go To Character	Expand the block by moving the end of the block to a designated character

Figure 11.7 The WordPerfect Block features.

SELF-TEST

1. List the three major steps of cut-and-paste operations:

   _____

   _____

   _____

2. To convert a phrase to all uppercase, you first designate the phrase with the block command and then choose WordPerfect's

   _____ command.

3. Multiple choice: If you have typed a sentence but now decide you want it underlined, you must

   A. Move the cursor to the first letter of the sentence and press the underline character key (_).

   B. Delete the sentence and retype it after choosing Style/Underline.

   C. Use the OPTION-**B** (Block On) command to highlight the sentence and then press APPLE-**U**.

Chapter 12

Drafting a Report

GAINING EXPERIENCE

MAKING PLANS: THE INITIAL PAGE LAYOUT

SETTING NEW LIMITS: MARGINS
- Setting New Left and Right Margins
- Setting New Top and Bottom Margins
- Setting New Tabs

NO LONGER JUSTIFIED: TURNING OFF RIGHT JUSTIFICATION

SPACED OUT: DOUBLE SPACING

A MAD DASH: THE DASH KEY

THE GREAT ESCAPE: THE REPEAT COMMAND

MAKING AN INDENTION: INDENT FEATURES
- Left Indent
- Hanging Indent
- Left and Right Indent

LEAVING SPACE: HARD SPACE

HOLDING THE LINE: HYPHENATION

SELF-TEST

The basic skills required for driving a race car are the same as those for driving the family automobile: steering, braking, and accelerating. But maneuvering and controlling a race car at high speeds requires much quicker reflexes and more experience.

The basic skills for writing a report or other long document on a word processor are the same skills as those for writing a short letter: editing, formatting, and printing. But writing a lengthy report demands greater technical knowledge and more experience.

GAINING EXPERIENCE

The best way to gain experience in driving a race car is to practice doing it. The same is true in writing a report: you have to do it! In Chapters 4 through 7, you learned how to draft, edit, format, and print a letter. In Chapters 12 through 15, you will learn how to draft, edit, format, and print a longer document. However, you will not gain experience simply by reading the explanations. If you want to gain valuable experience in the basic skills of writing a report, you must actually follow each of the examples, working through each exercise step by step.

MAKING PLANS: THE INITIAL PAGE LAYOUT

Before beginning to draft a report, you should initially plan the page layout—how the report will look when it is finished. Will the text be double- or single-spaced? the margins ragged or right-justified? the tabs at five spaces or three spaces? The default settings of WordPerfect are generally acceptable for any document. But WordPerfect has great flexibility. You can easily change the document settings to any reasonable spacing, margins, or tab stops. You can change the page layout before starting to type, while you are typing, or even after you have completed the document.

SETTING NEW LIMITS: MARGINS

In the sample report, Figure 12.1, we will change the settings to establish the following page layout: left and right margins of 1¼ inches, an unjustified (ragged) right margin, a top margin of 1¼ inches, a bottom margin of 1½ inches, and double-spaced text.

Setting New Left and Right Margins

To type the Annual Report with 1¼ inch margins on both sides, you must change the margin settings. Follow these steps to set new left and right margins:

Step 1. Choose Line/Margins (or press APPLE-**M**), as shown in Figure 12.2.

WordPerfect displays the Set Margins dialog (see Figure 6.6), with the highlighted number 10 in the left margin box.

ANNUAL REPORT

Ocean Breeze Book Store

November 10, 1988

INTRODUCTION

Ocean Breeze Retail Sales, Inc., with Ocean Breeze Book Store, San Diego, California, as its sole outlet, was organized May 29, 1966, by Ernest Reeder and Manuel Libro.

Mission Statement

The mission of Ocean Breeze Book Store is:

to provide our customers a wide selection of general and specialized, new and used books, low-priced texts, and periodicals in English and Spanish. Since 1982, the company has also included office supplies and computer software in its retail listings.

Company Philosophy

The Ocean Breeze Book Store philosophy is summarized in two words--quality service--and is demonstrated by:

--- a clean, attractive, well organized salesroom,

--- a large inventory of quality books and magazines,

--- knowledgeable, enthusiastic employees.

Through this quality service, Ocean Breeze Book Store

Figure 12.1 Sample report, The Ocean Breeze Bookstore Annual Report.

maintains a loyal clientele, benefits from volume sales, and continues to give customers the best prices possible.

ORGANIZATION

Ocean Breeze Retail Sales, Inc., consists of a Board of Directors, store Management, and store Personnel.

Board of Directors

The Chairman of the Board and Chief Executive Officer is Ernest Reeder. Other Board members include Manual Libro, Ana Bookspan, Reed A. Page, and Justin Browser. The company financial officer, Bill Fineman, is an ex officio member of the Board. The main purpose of the Board is to provide policy and direction to Ocean Breeze Book Store.

Store Management and Personnel

The store management includes the following:

Store Manager, Reed A. Page, directs the overall store operations and the implementation of policy as established by the Board of Directors.

Assistant Manager, A. Jed Arthur, directs the used and rare book department, administers special book orders, and assists the manager.

Other store personnel includes sales personnel,

Figure 12.1 (continued)

secretaries, and stock clerks.

SUMMARY OF EVENTS

The year can best be summarize by quoting from a speech by Reed A. Page, store manager, to the Board of Directors:

> This has been an excellent year of growth for Ocean Breeze Book Store. Our floor space has increased from 22,500 to 30,800 square feet with the addition of the south wing and the rearrangement of our administrative offices.

In addition, Bill Fineman, company financial officer, also reports that the retail sales of software will expand during the next few years.

> Not only has the size of our store increased, but our product lines have dramatically increased with the addition of the new computer software division. Ocean Breeze Book Store has realized healthy profits from sales of computer books, games, and business application software.

Figure 12.1 (continued)

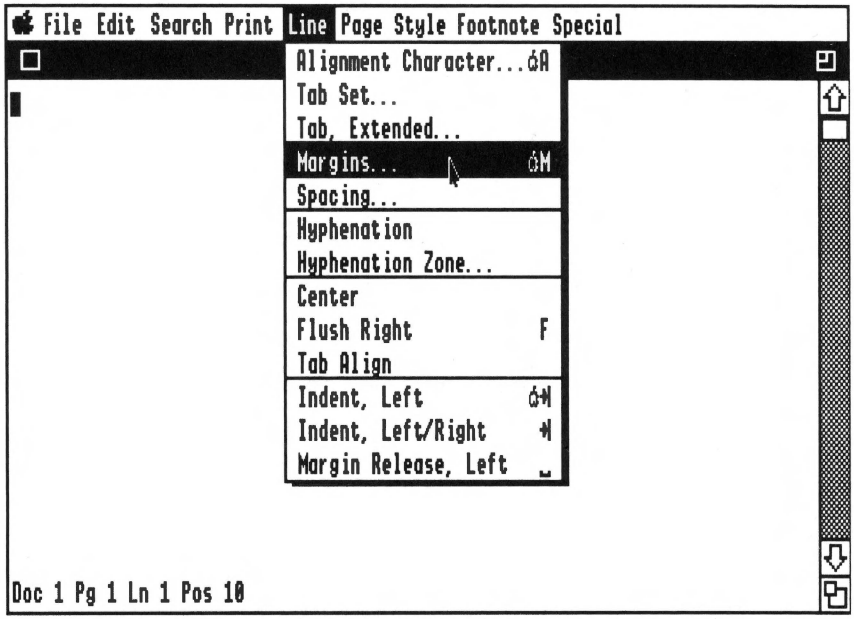

Figure 12.2 Choosing the Line/Margins feature.

Step 2. Type **13** (to set the left margin to 13). Do *not* press RETURN.

This sets the left margin to 1¼ inches (10 characters per inch plus 3 characters for the ¼ inch.)

Step 3. Press TAB to move to the next box, and type **72**.

Step 4. Click on OK.

To make the margins *exactly* 1¼ inches, you would have to change each setting by 2.5 spaces. Since you can't make half-space changes, you increased the left by 3 spaces and decreased the right by 2 spaces.

The margins are now set at 13 and 72, beginning at the cursor location, and will remain at those settings until you change them or exit the document.

Setting New Top and Bottom Margins

Setting top and bottom margins is just as easy as setting the left and right margins. Follow these steps to set new top and bottom margins:

Step 1. Choose Page/Top Margin.

WordPerfect displays the Top Margin dialog (Figure 12.3) with the default number (12 half-lines) highlighted.

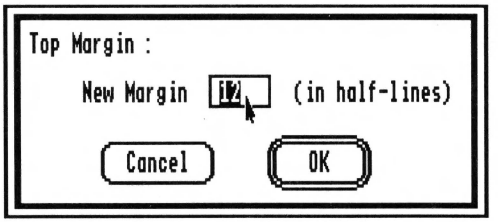

Figure 12.3 The Top Margin dialog, showing the default set at one inch (12 half-lines).

Step 2. Type **18**, and click on OK (or press RETURN).

This specifies 18 half-lines or 9 full lines. Since the default line height is 6 lines per inch, 9 full lines is equivalent to 1½ inches.

Step 3. Choose Page/Page Length.

WordPerfect displays the Page Length dialog (Figure 12.4), with the Letter size button active (and the Legal size and Other buttons inactive). A normal letter paper is 11 inches long; therefore, at 6 lines per inch, the page length is 11 × 6 = 66 lines. The actual text has a default of 54 lines, which allows 6 lines (1 inch) for the top margin and also 6 lines (1 inch) for the bottom margin. Since we want 1½-inch top and bottom margins, we need to set the text length to 48 (66 − 9 × 2 = 66 − 18, where 9 lines equals 1½ inches).

Step 4. Click on the button for Other, press TAB (to accept the current Form Len of 66 and to highlight the Text Len number), type **48**, and click on OK.

The top and bottom margins are now 1½ inches each.

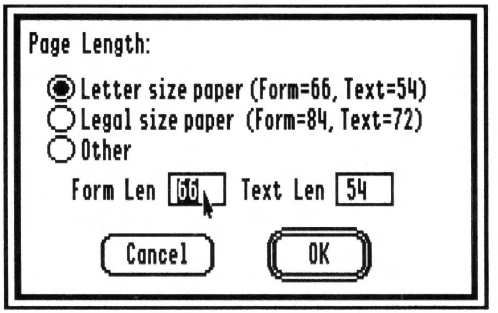

Figure 12.4 The Page Length dialog, showing letter sizes, form length, and text length.

Setting New Tabs

Now that the left margin is set at 13 and the first (default) tab is at 15, the tab stops are no longer positioned correctly. Follow these steps to change the tab settings:

Step 1. Choose Line/Tab Set.

WordPerfect displays the Set Tabs dialog (Figure 12.5).

Step 2. Click on 0 at the far left edge of the tab ruler.

A vertical highlight bar appears at position 0 of the tab ruler.

Step 3. Press APPLE-RIGHT ARROW to clear all the tabs in the tab ruler.

Step 4. Click on the Position box, type ***3***, click on the Increment box, type ***5***, and click on Set Increment.

Tab stops appear every 5 spaces (starting at position 3) on the tab ruler.

Step 5. Click on OK.

In this example, we used the Line/Tab Set command to reset the tabs at specified increments. You can also use the Line/Tab Set command to set tabs at irregular locations. You would simply click on the tab ruler at the desired position of the tab. If the desired positions do not currently appear on the tab ruler (i.e., the position is greater than 40), click on the > to the right of the ruler (to scroll the higher positions into view), and then click on the desired tab stop positions.

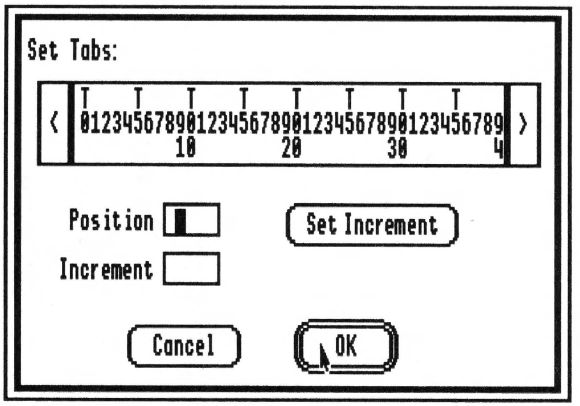

Figure 12.5 The Set Tabs dialog with the position and increment boxes.

NO LONGER JUSTIFIED: TURNING OFF RIGHT JUSTIFICATION

Now you are ready to begin typing the Annual Report shown in Figure 12.1. (*Note:* You should type the report *exactly* as shown in Figure 12.1. You will modify the report in the next chapter.)

Press RETURN until the cursor is on line 6. Choose Line/Center, choose Style/Bold, press CAPS LOCK, and type the words **ANNUAL REPORT** (all in caps). Press CAPS LOCK, Choose Style/Bold (to turn *off* bold type), press RETURN twice (to move the cursor down to line 8), choose Line/Center, and type **Ocean Breeze Book Store**. Press RETURN twice, choose Line/Center, and choose Special/Insert Date (the date in your report will obviously be different from the one in Figure 12.1). Press RETURN three times (to move the cursor to line 13), choose Line/Center, choose Style/Bold, type **INTRODUCTION** (all in caps), choose Style/Bold (to turn *off* bold), and press RETURN three times (to move the cursor to line 16).

Before continuing, turn the right justification *off* to allow the right margin to be "ragged": Choose Print/Right Justification. (The check next to Right Justification on the menu indicated that right justification was *on*; now the check is absent, and right justification is *off*.) The right margin will be uneven (ragged) when the report is printed.

SPACED OUT: DOUBLE SPACING

We want the report to be double-spaced, but the WordPerfect default setting is for single-spaced lines. To change the spacing, choose Line/Spacing, after which WordPerfect displays the Set Line Spacing dialog shown in Figure 12.6. You can set the spacing from half-line spacing (by clicking on the .5 box) up to the number of text lines on a page. The spacing value can be even integers (1, 2, 3, etc.) or half-integers (.5, 1.5, 2.5, etc.).

Change the spacing to double-spacing by typing **2** and pressing RETURN. The text will now be double-spaced from the cursor location forward and will remain at double-spacing until you change the spacing again or exit the document. You can change the spacing within a document as often as you want.

With the cursor at Ln 16 Pos 13, press TAB, type the first paragraph of the Annual Report, continuing until just after the period following the name *Libro* but *before* pressing RETURN to end the paragraph.

The report in Figure 12.1 has double-spacing between the lines of text, but triple-spacing between the secondary headings (i.e., *Mission Statement*) and the text. Therefore you must switch to triple-spacing before the heading, then back to double-spacing for the text. Follow these steps to type the heading:

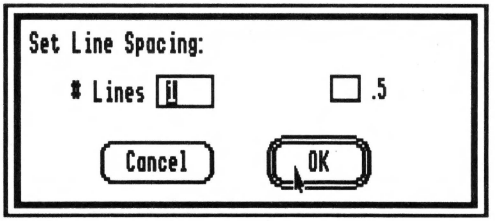

Figure 12.6 The Set Line Spacing dialog.

Step 1. With the cursor just after the period following the name *Libro*, choose Line/Spacing, type **3**, and press RETURN.

The cursor spaces down three lines (from line 20 to line 23).

Step 2. Choose Style/Bold, type the heading **Mission Statement**, and press RETURN.

Once again the cursor will triple-space (this time down to line 26).

Step 3. Return to double-spacing by choosing Line/Spacing, typing **2**, and pressing RETURN.

Repeat the steps above at each secondary heading.

(*Note:* The process of making a heading can be shortened considerably by defining a heading macro; see Chapter 20, "Macros.")

Press TAB and then type the first line of the second paragraph at Ln 26, but this time press RETURN after *is:*. Then choose Line/Spacing, press **1** (to select single spacing), press RETURN, and choose Line/Indent Left (or press APPLE-TAB) to indent the remaining five lines of the paragraph beginning at Ln 28. After finishing the indented paragraph (just after *...its retail listing.*), change to triple spacing, press RETURN, choose Style/Bold, type the heading **Company Philosophy**, choose Style/Bold (to turn *off* bold), press RETURN (to move the cursor to line 39), choose Line/Spacing, type **2**, press RETURN, and press TAB.

You are now ready to type the next paragraph, but first a word about typing words and phrases that use the dash key.

A MAD DASH: THE DASH KEY

WordPerfect has three characters related to the dash key, which is located on the top row of the keyboard to the right of the zero (0) key and to the left of the equal key (=):

- The *dash* is typed simply by pressing - (the dash key). The WordPerfect code for the dash is -, as you can see by choosing Edit/Show Codes (or pressing OPTION-**S**). You should use the dash in compound words or in phrases you want kept together (and not split at the end of a line when hyphenation is *on*). Undoubtedly you used the dash in the phrase *low-priced* that appears in the second paragraph (Ln 29) of the Annual Report. WordPerfect treats the dash like any other character, so if hyphenation is turned *on* (see the section "Holding the Line: Hyphenation" below), WordPerfect may try to split a word at or near the dash. This may create the wrong appearance on both the screen and the printed page. For example, if the phrase *low-priced* occurred at the end of a line with hyphenation *on*, WordPerfect may try to add a hyphen to the word, with *low—* on one line and *priced* on the next. What you really need is a *hard hyphen* instead of a dash.

- The *hard hyphen* (generated by choosing Help/Hard Hyphen or by simultaneously holding down APPLE and the dash key) should be used in words like *low-priced* and *mother-in-law*. If the compound word occurs in the middle of the line, the hard hyphen looks exactly like a dash. But if the word occurs at the end of a line and part of it exceeds the right margin, WordPerfect automatically splits the word at the hard hyphen (provided the first part of the compound word fits within the margin).

- The *soft hyphen* is generated when hyphenation is *on* and a word at the end of a line is too long to fit within the so-called "hotzone" of the right margin (see "Holding the Line: Hyphenation" below). If you change the margins or edit the text so that the hyphenated word no longer occurs at the end of a line, the soft hyphen stays in the word but does not appear on the screen (except in the codes window) or on the printed page. If later editing again puts the word at the end of the line and past the right margin, WordPerfect will split the word at the soft hyphen.

In the third paragraph of the Annual Report, the words *quality service* (Ln 40) are separated parenthetically from the rest of the sentence by a punctuation (double) dash (--). You should type the double dash by first inserting a normal dash (by pressing the dash key) and then inserting a hard hyphen (by pressing APPLE-dash). Thus you would type: **words**, -(dash), APPLE-DASH (hard hyphen), **quality service**, - (dash), APPLE-DASH (hard hyphen), **and**.

In this way, if the double dash occurs at the end of a line, WordPerfect will never split the dash between the two dashes but may split the line after the second dash.

Now finishing typing the first two lines under *Company Philosophy* and (after the colon in . . . *demonstrated by:*) press RETURN and TAB.

THE GREAT ESCAPE: THE REPEAT COMMAND

The ESCAPE key allows you to repeat some WordPerfect features (such as cursor movements and macros) a specified number of times. The default number of times for the operation is eight, but you may set the repeat to any value you want.

The list of items in the third paragraph of page one (beginning at Ln 42) are set off by three dashes. To show how the repeat command works, press ESCAPE. WordPerfect displays the Repeat Count dialog (Figure 12.7).

Press **3** to change the number of operations to three. Do *not* press RETURN or click on OK, but just press - (dash). WordPerfect inserts three dashes into the document. Press the SPACE BAR twice, type the line, and press RETURN. Repeat this procedure for the next two lines.

Now use the features and commands explained previously to type the next section of headings and paragraphs, down to the sentence *The store management includes* . . . on line 33 of page two of the Annual Report.

MAKING AN INDENTION: INDENT FEATURES

The Annual Report uses three types of indentions:

- Left indent
- Hanging indent
- Left and right indent

Left Indent

The second paragraph on page one illustrates the left indent. The paragraph is indented using the Line/Indent (or the APPLE-TAB) command. This indents all five lines at the tab stop (five spaces from the left margin).

Hanging Indent

The Line/Indent command followed by the Line/Margin Release (or OPTION-SPACE) command creates the hanging indention. Type the three paragraphs on page two of the Annual Report (Figure 12.1) beginning at Ln 35 (under the heading *Store Management and Personnel*) as hanging paragraphs: Press APPLE-TAB (indent) twice, which causes

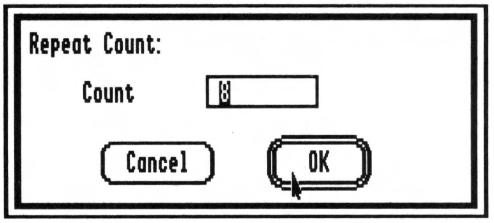

Figure 12.7 The Repeat Count dialog.

the cursor to jump to the first and second tab settings; then press OPTION-SPACE (Margin Release), which causes the cursor to jump back to the first tab setting for the first line only. Now type the paragraph starting with *Store Manager* on line 35. Then type the next two hanging-indented paragraphs in the same way.

Left and Right Indent

The quotations included in the *SUMMARY OF EVENTS* on page three (Ln 13 and Ln 25) are indented five spaces from both the left *and* the right margins. To indent these quotations, choose Line/Indent Left/Right (or press OPTION-TAB). The entire quotation will be indented to the tab settings closest to both margins. Set the spacing to single-space and press TAB at the beginning of each of the quotations for the first line indention; at the end of each quote, set the spacing back to double-space.

LEAVING SPACE: HARD SPACE

Use a hard space to keep two or more words together at the end of a line (such as a date, a person's name or an equation). Type the first word, choose Help/Hard Space (or press APPLE-SPACE), and then type the second word. For example, the words *ex officio* on page two (Ln 23) of the Annual Report should be typed using a hard space between the two words.

HOLDING THE LINE: HYPHENATION

WordPerfect establishes the length of each line by wrapping words that extend beyond the margin onto the next line. If the word contains many characters, this may result in a very ragged margin. If the margin is right-justified, WordPerfect aligns the right edge, but the spacing between words may be extensive and uneven. Turning *on* the hyphenation feature (by choosing Line/Hyphenation) allows WordPerfect to hyphenate longer words, thereby evening out the ragged margin and improving spacing in right justification.

Although you may turn on hyphenation at the beginning of the document, you may find it easier to type the initial draft with the hyphenation *off*; then, after completing the draft, you can turn *on* the hyphenation and let WordPerfect hyphenate the words all at once.

The hyphenation feature works like underline or bold: you can turn it *on* and *off* anywhere in your document. If you want hyphenation *on* throughout your document, turn it *on* at the first of the document and leave it *on*. If you want only a section of text hyphenated, turn hyphenation *on* at the first of the section and turn it *off* at the end of the section.

Follow these steps to use hyphenation:

Step 1. After completing the draft of Figure 12.1, return the cursor to the beginning of the document.

Move the cursor to the beginning by dragging the scroll box up to the top of the scroll bar; or by pressing HOME (the number pad 5 key) three times and then pressing UP ARROW; or by pressing APPLE-**1**; or by pressing CONTROL-**B** and RETURN.

Step 2. Choose Line/Hyphenation.

WordPerfect puts a check next to the Hyphenation item in the Line menu (which you can see by clicking on Line in the main menu), and an H appears on the status line.

Step 3. Slide the scroll box down to the bottom of the scroll bar (or press APPLE-**9**) to move the cursor to the end of the document.

WordPerfect stops at the first word that needs to be hyphenated (*rearrangement*) and displays the hyphenated word *rearrangem-ent* on the status line (see Figure 12.8). At this point you can use LEFT ARROW and RIGHT ARROW to move the hyphen location in the word, or you could just press ESCAPE to accept WordPerfect's suggested hyphenation.

Step 4. Press LEFT ARROW twice to move the hyphen.

The word on the status line is now *rearrange-ment*.

Step 5. Press ESCAPE to accept the current location of the hyphen.

The word is hyphenated at the location indicated, and if necessary, the next word to be hyphenated appears.

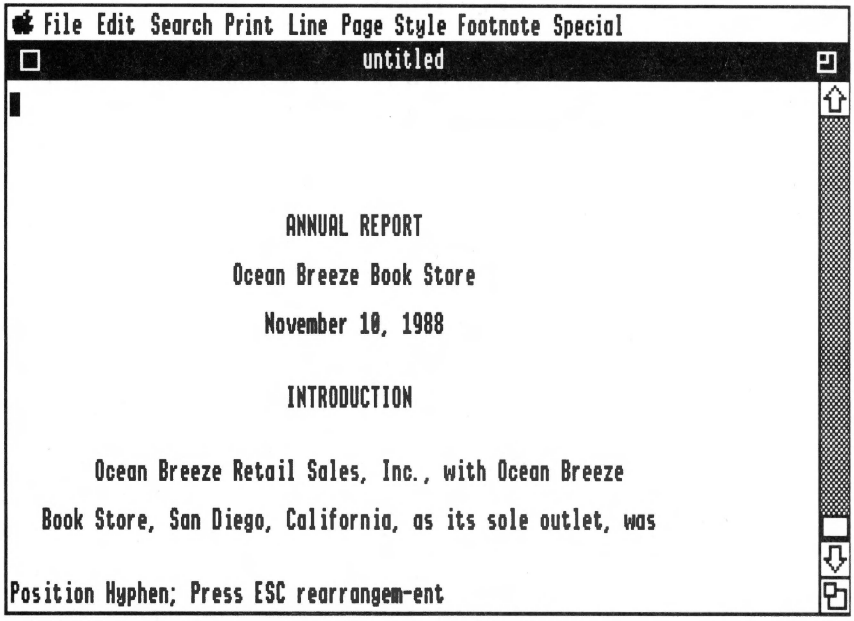

Figure 12.8 The Position Hyphenation display on the status line.

WordPerfect inserts a soft hyphen (seen with Edit/Show Codes as an inverse or highlighted dash) to indicate that the word should be hyphenated at the end of a line. If you change the margins and the word is no longer at the end of the line, it will not be hyphenated.

If you do *not* want a word hyphenated when WordPerfect suggests it, press CLEAR, and the word will move to the next line and remain unhyphenated. WordPerfect inserts a code, seen in Edit/Show Codes as a slash (/) in reverse video, to indicate that the word should remain intact even when it falls at the end of a line.

When you have finished using the hyphenation help on the Annual Report (Figure 12.1), save the document to the disk as **/Data.wp/REPORT** and then clear the screen.

SELF-TEST

1. When you exit a document in which the margin settings have been changed and enter a new document, the settings return to WordPerfect's default settings. (True/False)

2. The default setting is for _____ lines of text on a letter-sized piece of paper (8½ × 11 inches).

3. You can erase all the tab settings on the Tab Ruler by clicking on position 0 and pressing _____.

4. To indent both sides of a paragraph, press _____.

5. When WordPerfect indicates a word should be hyphenated, position the hyphen at an appropriate place, then press _____. If you don't want the word hyphenated, press _____.

Chapter 13

Editing a Report

TRAVELING ABROAD: LARGE-STEP CURSOR MOVEMENTS
Go to

KEEPING IT ALL TOGETHER: AVOIDING PAGING PROBLEMS
Widows and Orphans
Conditional End of Page
New Page

CUT THAT OUT: LARGE-SCALE DELETION COMMANDS
Delete End of Line
Delete End of Page

THE SEARCH IS ON: SEARCH FEATURES
Forward Search
Backward Search
Search and Replace

SELF-TEST

After you have drafted the report, then the *real* work—editing—begins. Scrolling screen by screen through a lengthy document making corrections can be time-consuming—unless you let WordPerfect do the work for you. Retrieve the report (filename /Data.WP/REPORT.1) drafted in Chapter 12 to an empty document window and follow the editing instructions given below. When you are finished, the Annual Report should look like Figure 13.1.

TRAVELING ABROAD: LARGE-STEP CURSOR MOVEMENTS

Take advantage of some of WordPerfect's large-step cursor movement commands in order to review the Annual Report document and to make corrections efficiently. (See Chapter 5, "Editing a Letter," for a complete list of the cursor movement commands.) The end-of-text (APPLE-**1**) and beginning-of-text (APPLE-**9**) commands and the document window scroll bar are invaluable for moving from one end of a document to the other in one step, regardless of the size of the document.

Go to

You can use the Search/Go to Character command (or APPLE-**G**) with another character to move the cursor to the next occurrence of that character. For example, press APPLE-**G** and the comma to move to the end of a phrase; APPLE-**G** and the right parenthesis to move to the end of a parenthetical phrase; and APPLE-**G** and the period to move to the end of a sentence. Figure 13.2 shows the Goto Character dialog.

The Search/Go to Page command allows you to go to the top of a specified page. For example, with the cursor at the beginning of the document, you can go to the first line of page three in the Annual Report by choosing Search/Go to Page, typing **3**, and clicking on OK (or pressing RETURN). (Or you could press CONTROL-**G**, DOWN ARROW, RETURN, **3**, and RETURN.)

You can also move the cursor one page at a time by pressing PAGE UP (9 on the number pad) and PAGE DOWN (3 on the number pad).

To move the cursor to the top of the current screen, press HOME (5 or 7 on the number pad) and DOWN ARROW (2 on the number pad).

KEEPING IT ALL TOGETHER: AVOIDING PAGING PROBLEMS

To avoid leaving one line of a paragraph alone at the end (a *widow*) or at the beginning (an *orphan*) of a page, use the Widow/Orphan protection. For example, the single line at the top of page three of the Annual Report (Figure 12.1) is an "orphan." It can be corrected easily.

ANNUAL REPORT

Ocean Breeze Bookstore

November 10, 1988

INTRODUCTION

Ocean Breeze Retail Sales, Inc., with Ocean Breeze Bookstore, San Diego, California, as its sole outlet, was organized May 29, 1966, by Ernest Reeder and Manuel Libro. Since that time, Ocean Breeze Bookstore has become one of the best book stores in the San Diego area.

Mission Statement

The mission of Ocean Breeze Bookstore is:

to provide our customers a wide selection of general and specialized, new and used books, low-priced texts, and periodicals in English and Spanish. Since 1982, the company has also included office supplies and computer software in its retail listings.

Company Philosophy

The Ocean Breeze Bookstore philosophy is summarized in two words--quality service--and is demonstrated by:

Figure 13.1 The edited Ocean Breeze Bookstore Annual Report.

--- a clean, attractive, well organized salesroom,

--- a large inventory of quality books and magazines,

--- knowledgeable, enthusiastic employees.

Through this quality service, Ocean Breeze Bookstore maintains a loyal clientele, benefits from volume sales, and continues to give customers the best prices possible.

ORGANIZATION

Ocean Breeze Retail Sales, Inc., consists of a Board of Directors, store Management, and store Personnel.

Board of Directors

The Chairman of the Board and Chief Executive Officer is Ernest Reeder. Other Board members include Manual Libro, Ana Bookspan, Reed A. Page, and Justin Browser. The company financial officer, Bill Fineman, is an ex officio member of the Board. The main purpose of the Board is to provide policy and direction to Ocean Breeze Bookstore.

Store Management and Personnel

Store Manager, Reed A. Page, directs the overall store operations and the implementation of policy as established by the Board of Directors.

Figure 13.1 (continued)

Assistant Manager, A. Jed Arthur, directs the used and rare book department, administers special book orders, and assists the manager.

Other store personnel includes sales personnel, secretaries, and stock clerks.

SUMMARY OF EVENTS

The year can best be summarize by quoting from a speech by Reed A. Page, store manager, to the Board of Directors:

> This has been an excellent year of growth for Ocean Breeze Bookstore. Our floor space has increased from 22,500 to 30,800 square feet with the addition of the south wing and the rearrangement of our administrative offices.

In addition, Bill Fineman, company financial officer, also reports that the retail sales of software will expand during the next few years.

> Not only has the size of our store increased, but our product lines have dramatically increased with the addition of the new computer software division.

Figure 13.1 (continued)

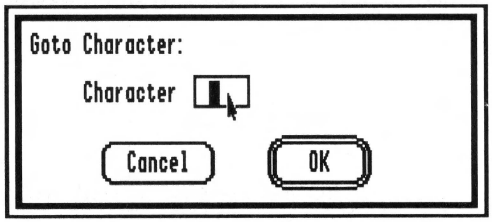

Figure 13.2 The Goto Character dialog. WordPerfect goes to the next occurrence of the character you specify.

Widows and Orphans

Return the cursor to the beginning of the Annual Report document by pressing APPLE-**1**, and choose Page/ Widow/Orphan Protect, as shown in Figure 13.3. WordPerfect will now automatically keep at least two lines of a paragraph together (where possible) at the beginning and end of each page throughout the entire document. (You can select ranges of text in which the protection is *on* or *off* by turning Widow/Orphan Protect *on* at the first of a range of text and turning it *off* and the end of the range.) You can see the effect of Widow/Orphan by moving the cursor to the bottom of page one and then to the top of page two; the line starting with *Through this quality service . . . ,* which was an orphan on page one, is now at the top of page two.

Conditional End of Page

WordPerfect's Widow/Orphan protection will not keep paragraph headings from becoming widows, nor will it prevent short lines (such as the list at the bottom of page one) from being separated. You can, however, use the Conditional End of Page command to keep a certain number of lines together without being split by a page break. For example, suppose you add the following sentence to the end of the first paragraph of the report:

Since that time, Ocean Breeze Book Store has become one of the best book stores in the San Diego area.

Now the list of three items in the section of the report labeled *Company Philosophy* are no longer on the same page. If you want to keep the list of items together, you should use the Conditional End of Page command:

Position the cursor on the line *above* the block of lines that should be kept together. In this instance, move the cursor above the line ending with *demonstrated by:*. (The cursor should be located just after the colon.) Now choose Page/Conditional End of Page. The Conditional End of Page dialog (Figure 13.4) appears for you to type the number of lines

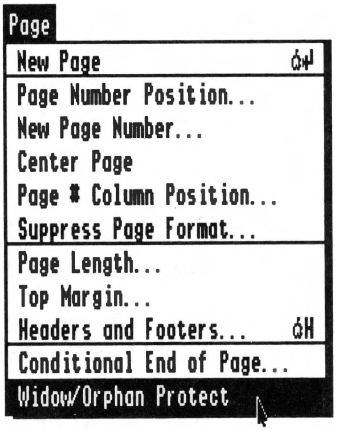

Figure 13.3 Choosing Page/Widow/Orphan Protect, which keeps a single line of a paragraph from being left alone at the beginning or end of a page.

you want kept together. Type **6** to ensure that the three lines of double-spaced text will stay together. Press RETURN (or click on OK) to accept the specified value and return to the document window.

WordPerfect automatically keeps these three lines together on the same page, regardless of how you edit the document. Press DOWN-ARROW three times to see how WordPerfect now positions the page break.

Marking a Conditional End of Page at every major heading and subheading is advisable, but it is also a nuisance. The solution is to include the Conditional End of Page protection as part of a heading macro; see Chapter 20, "Macros." Then you are assured that the heading will never be isolated at the bottom of a page.

You can also use the Conditional End of Page command to keep outlines, tables, and illustrations from being split by page breaks.

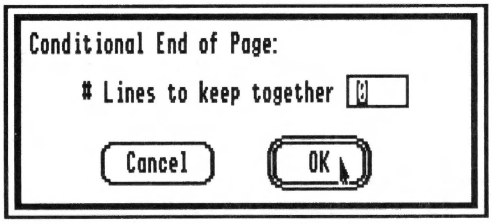

Figure 13.4 The Conditional End of Page dialog, which ensures that a specified number of lines of text stay together.

New Page

The new page command forces a page break regardless of where you are on the page. Use it when you want to start a new page for figures and tables, or at the start of a new chapter. The new page is produced by pressing APPLE-RETURN or by choosing Page/New Page.

CUT THAT OUT: LARGE-SCALE DELETION COMMANDS

Rather than erasing each word individually in a large deletion, use one of the large-scale deletion commands: Delete End of Line, Delete Block, or Delete End of Page.

- The Delete End of Line command, executed by pressing CONTROL-Delete End of Line (or by pressing APPLE-RIGHT ARROW), erases codes and text from the cursor to the end of the line. After executing this command, if you decide you really didn't want to erase the text, you can press CLEAR (but *not* ESCAPE) to restore the deleted text to the screen.
- The Delete Block command (executed by selecting text, pressing DELETE, and clicking on YES) erases codes and text within the highlighted block.
- The Delete End of Page command, executed by pressing CONTROL-End of Page (or by pressing APPLE-DOWN ARROW), erases codes and text from the cursor to the end of the page.

Delete End of Line

Delete the line *The store management includes the following:* (under the heading *Store Management and Personnel*) in the Annual Report by using the CONTROL-Delete End of Page command: Position the cursor to the left of the tab (at Ln 41, Pos 13), then press APPLE-RIGHT ARROW. (This deletes the tab code and the line of text.) The entire line disappears. Then press DELETE RIGHT (the 3 on the number pad) to erase the blank line.

Delete End of Page

Position the cursor at the beginning of the last sentence in the final quote on page three of the Annual Report (at the *O* in *Ocean Breeze*). Press APPLE-DOWN ARROW. WordPerfect displays a dialog that asks, "Delete Remainder of Page?" Click on Yes (or press **Y**), and the text from the cursor to the end of the page disappears.

THE SEARCH IS ON: SEARCH FEATURES

Editing a long document is especially tedious if you must search each screen looking for a specific word to correct or a specific code to erase. For example, in the Annual Report you are editing, you will now erase all the word underlining. This is simple; you just have to delete the

code [U] that tells WordPerfect to turn on underlining. But what if you can't remember every place the code is located and don't want to scroll through the document line by line? WordPerfect can search through the document for any code you want. Just follow these steps:

Forward Search

Step 1. Position the cursor at the beginning of the document, then choose Search/Search.

WordPerfect displays the Search dialog (Figure 13.5) for you to type the search characters or codes. You can now type any combination of characters (letters, numbers, symbols) or allowed WordPerfect codes; see Chapter 10, "Showing the Codes."

Step 2. Press CONTROL-**U** to place the underline code [Undrln] in the Search dialog.

Step 3. Make sure the Forward button is *on*.

If you wanted to search backwards, you would click the Backward button.

Step 4. Click on OK.

Do *not* press RETURN, since WordPerfect would then search for a [HRt] (Hard Return) code as well.

Step 5. Press DELETE to erase the code.

WordPerfect asks, **Delete [Undrln]?**

Step 6. Click on Yes or press **Y** to erase the code.

Step 7. Choose Search/Search again and click on OK.

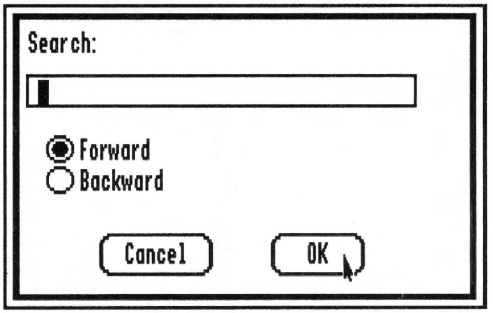

Figure 13.5 The Search dialog for locating any combination of characters (letters, numbers, symbols) and allowed WordPerfect codes.

The code for the search is still [Undrln]. The cursor stops at the next occurrence of the underline code.

Step 8. Repeat Steps 5, 6, and 7 as many times as needed to search the entire document and delete all the underline codes.

After you have located and erased all the [Undrln] codes, * **Not Found** * appears momentarily on the screen, indicating that there are no more [Undrln] codes to be found. Press APPLE-**1** to return to the beginning of the document.

Backward Search

WordPerfect also allows you to search from the current location of the cursor in the document backwards, toward the beginning of the document. To perform a backward search, click the Backward button in the Search dialog, which appears whenever you choose Search/Search.

Search and Replace

The Apple IIGS Search and Replace command allows you to search for a word, phrase, or hidden code and to replace it at every occurrence with another word, phrase, or code (or you may choose not to replace it but to delete it). The Search and Replace works in the forward direction only. For example, we will now locate every occurrence of the words *Book Store* and replace them with the word *Bookstore.*

Step 1. With the cursor at the beginning of the report, choose Search/Search and Replace.

WordPerfect displays the Search and Replace dialog (Figure 13.6), in which you should type the search codes and characters (in the Search For box) and type the replace codes and characters (in the Replace

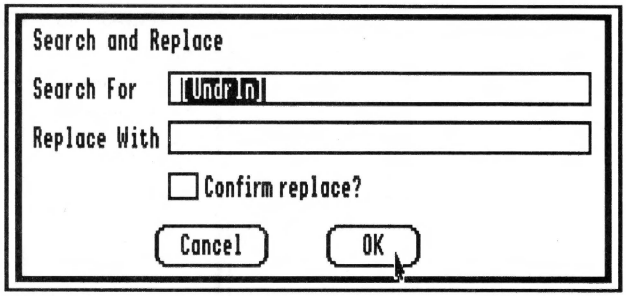

Figure 13.6 The Search and Replace dialog that allows you to search for and replace words and phrases and to delete codes.

With box). If you want WordPerfect to pause at each occurrence of the search and ask you if you want to replace it, you should click on the Confirm box. In this example, we will *not* have WordPerfect confirm the replace.

Step 2. Type **Book Store**.

You must type the characters exactly as they appear in the text; type **Book Store** as two words with both words capitalized. Do *not* press RETURN.

Step 3. Press TAB (or click in the Replace box) to move the cursor to the Replace box.

Step 4. Type **Bookstore** (the characters you want to replace the original words).

Again, do not press RETURN. If you had clicked on OK without typing any replace characters, the search word, phrase, or code would be deleted rather than replaced. (In fact, we could have used this method to delete the [Undrln] code in the previous exercise.)

Step 5. Click on OK.

The mouse arrow turns into the wrist watch icon, indicating that you should wait while the search and replace operation is executing.

If you look through the document, the words *Book Store* have been replaced by the word *Bookstore.*

To use the Search and Replace command, you should be aware that a search and replace on the word *book* would locate any words in a string (a sequence of characters or codes) containing the characters in *book*, including the words *book*store, *book*ing, *book*let, text*book*, etc. In order to eliminate these unrelated words, you should use Confirm with your Search and Replace.

Lowercase letters in a search string match both lowercase and uppercase characters in the text, but uppercase letters in the search string will match only uppercase letters in the text. Thus *Book* will locate *Book* and *BOOK*, but *BOOK* will locate only *BOOK*.

The equal sign (=) matches any character (except a code). Thus *b*==k matches *book*, *back*, *beak*, *bark*, etc.

You can search for or search and replace many (but not all) codes. To insert a code, you should try to select it from the Help menu rather than from the main menu. If the code is not allowed, WordPerfect

will sound a beep. For example, TAB, Indent, and Right Justification Off are codes not allowed in the search command.

The report now looks like the version of the Annual Report given in Figure 13.1. To save the report to the disk, click on the close box, click on Yes (for saving the document), type **/Data.WP/Report.2**, and click on OK. The original copy of the report will still be on the disk under the filename REPORT, and the edited copy of the report will be saved under the filename Report.1.

SELF-TEST

1. One line of a paragraph appearing by itself is called a/an

   _____ at the end of a page or a/an _____ at the beginning of a page.

2. Keep lines of text together at the end of the page by using

   _____.

3. Pressing APPLE-RIGHT ARROW deletes from the cursor to

   _____.

4. To search for a hidden WordPerfect code, choose

   _____ and then select the code from the

   _____ menu.

Chapter 14

Formatting a Report

THE PROPER FORMAT: INITIAL SETTINGS

PAGE FORMAT

YOUR OWN PAGING SERVICE: PAGE NUMBERING
- Automatic Page Numbering
- Changing the Page Number Column Positions
- Suppressing the Current Page Format
- New Page Number

HEADING OUT: THE HEADER FEATURE
- Creating Page Headers
- Editing Page Headers
- Creating and Editing Footers

ODDS AND ENDS: HYPHENATION HELPS
- Setting the Hotzone

SELF-TEST

Although WordPerfect is called a "what you see is what you get" (WYSIWYG) word processor, the screen document differs from the printed document in several ways. Right Justification and Center Page Top to Bottom are two commands we have used that affect the printing but not the screen appearance of the document.

The major formatting features explained in this chapter (page numbering, headers, and footers) will not appear in the screen document, but will appear in the report when it is printed.

THE PROPER FORMAT: INITIAL SETTINGS

WordPerfect has certain initial default settings that determine the appearance of the printed document: top, side, and bottom margins of one inch, single spacing, right justification *on*, pica pitch, and tabs spaced every five spaces, etc. A complete list of the formatting defaults appears in Figure 14.1. (You can permanently change these default values if you so desire; see Appendix B, "Customizing WordPerfect.")

PAGE FORMAT

WordPerfect's paging commands are part of the Page menu, shown in Figure 14.2.

- *New Page* (APPLE-RETURN) forces a page break (the code [HPg]) in the document.
- *Page Number Position* turns *on* or *off* page numbering and sets the location of the page number. The default page positions are 10 for the left corner, 42 for the center, and 74 for the right corner. You can change these positions with the Page/Page # Column Position feature (explained below).
- *New Page Number* resets the page number of the current page (if, for example, you want page 20 to restart at page 1, or if you want your document to start at page 50).
- *Center Page* adjusts the page location on the printed sheet so that the text is centered top to bottom. See Chapter 6, "Formatting a Letter."
- *Page# Column Position* sets the column positions for the left corner, center, and right corner page numbers.
- *Suppress Page Format* causes page numbering, headers, and/or footers to be omitted from the current page (for example, if you do not want the page number on the first page of a chapter).
- *Page Length* sets the paper size (in terms of lines per page and lines of text per page).

Summary of Initial Formatting Settings	
Side Margins	65-character line: left (10), right (65); for pica this gives 1 inch left and right margin on standard 8 1/2 x 11 inch page
Top Margin	6 lines (one inch top margin)
Bottom Margin	6 lines (one inch bottom margin)
Page Length	54 lines of text
Right Justification	On; the right margin is even
Spacing	Single spacing
Tabs	Every 5 spaces
Pitch	10 characters per inch (Pica)
Font	1
Lines per Inch	6
Page # Position	No page numbers
Page # Column Position	left = 10, center = 42, right = 74
Date Format	month, day, year (April 11, 1989)
Align Character	period (.)
Widow/Orphan	off; (no protection)
Hyphenation	off
H-Zone	left = 7, right = 0
Underline Style	non-continuous single
Extended Tabs	160, 10

Figure 14.1 Summary of the WordPerfect initial formatting settings.

- *Top Margin* sets the number of half-lines skipped at the top of each page before text begins. Headers and page numbers never appear in the space designated as top or bottom margins.
- *Headers and Footers* creates or edits automatically numbered headers and/or footers.

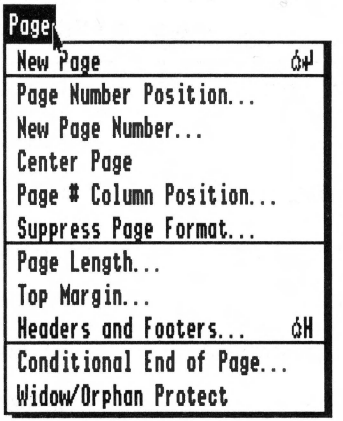

Figure 14.2 The Page Menu, containing WordPerfect's page formatting features.

- *Conditional End of Page* specifies the number of lines that are kept together on the same page. See Chapter 13, "Editing a Report."
- *Widow/Orphan Protect* causes WordPerfect to avoid leaving one line of text at the end (*widow*) or at the beginning (*orphan*) of a page. See Chapter 13, "Editing a Report."

YOUR OWN PAGING SERVICE: PAGE NUMBERING

Although the WordPerfect default is for no page numbers, you can choose the Page/Page Number Position feature to automatically print the page numbers in a document.

Automatic Page Numbering

Retrieve the first draft of the report (filename REPORT.1) from the disk to a clear document window and position the cursor at the beginning of the document. Choose Page/Page Number Position to display the Page Number Position dialog shown in Figure 14.3.

Click on the button labeled "Top right of every page" and click on OK. WordPerfect inserts the code [Pos Pg#:3] in the document to print the page numbers on each page. (You can see this code by pressing OPTION-**S** to see the codes.) Page numbers do not appear on the screen, but are printed in the document at the position you select.

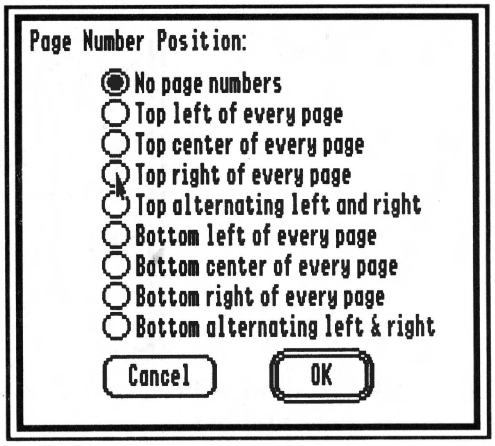

Figure 14.3 The Page Number Position dialog, which specifies the relative position (top, bottom; left, right, center) of the page number.

The default page positions are positions 10 (left), 42 (center), and 74 (right). When you drafted the report in Chapter 12, you changed the margins from the default settings of 1 inch (10 and 74) to settings of 1¼ inches (13 and 72). Therefore the page number will be printed two spaces beyond the right margin unless you reset the positions. In order to have the page numbers aligned at the new right margin, you must change the column positions for the page numbers.

Changing the Page Number Column Positions

To change the column positions for the page numbers, choose Page/Page # Column Position. The Page # Column Position dialog appears, verifying the current settings at Left 10, Center 42, and Right 74 (see Figure 14.4).

Click to the right of 74 in the Right box, press DELETE (to erase the 4 in 74), and type 2 (to set the right column position to 72). (Do not click on OK or press RETURN yet.)

When the line of text is 65 characters wide with margins at 10 and 74, the middle of the line is 42. Now that the line of text is 60 characters wide with margins at 13 and 72, the middle of the line is 43. (60 divided by 2 equals 30; 30 plus 13 equals 43.) Click to the right of 42 in the Center box, press DELETE (to erase the 2 in 42), and type **3** (to make the center position 43). Now click on OK to accept the new settings and return to the document.

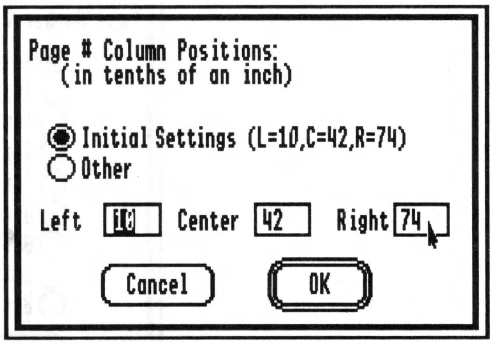

Figure 14.4 The Page # Column Positions dialog, which specifies the exact column number position of the page number.

Suppressing the Current Page Format

Page numbers will now appear at the top right margin of each page. For the *first* page of the Annual Report, however, you want the page number printed at the bottom center of the page. Therefore you must suppress (turn off) the page format for the first page of the report.

Make sure the cursor is located at the top of the first page (the page on which the format is to be suppressed) by pressing CONTROL-**B**, DOWN ARROW, and RETURN to get to the first codes at the beginning of the document. Choose Page/Suppress Page Format. The Suppress Page Format for Current Page Only dialog appears (Figure 14.5).

Click on the box labeled "Turn off all page numbering, headers and footers," click on the box labeled "Print page number at bottom center (this page only)," and then click on OK (or press RETURN).

Now close and save REPORT by clicking on the close box, clicking on Yes (to save the document), clicking on OK (to accept the current path), clicking on Yes (to replace the existing file), and clicking on No (to avoid exiting WordPerfect). The document window is now empty.

New Page Number

Sometimes you may have a lengthy document saved in more than one file and want to print these files as one document with the pages numbered consecutively. For example, if there are 14 pages in the first file and 10 pages in the second file, the Page/New Page Number command allows you to number the second file beginning with page 15 rather than page 1.

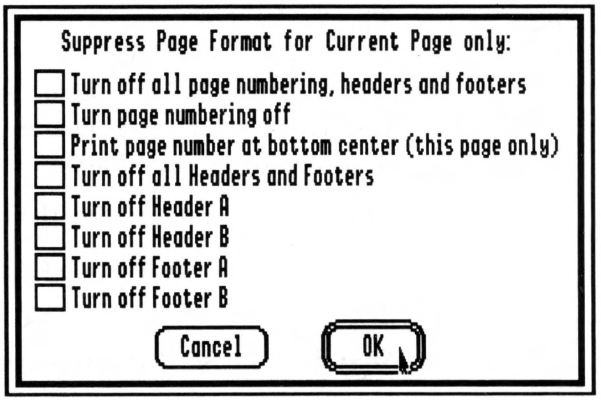

Figure 14.5 The Suppress Page Format for Current Page Only dialog, which turns off page formatting features for a specific page.

HEADING OUT: THE HEADER FEATURE

WordPerfect's header feature allows information such as the title, author, and name of the chapter to be printed automatically at the top of each specified page. WordPerfect prints the information at the first text line location on every page, every odd page, or every even page. WordPerfect automatically decreases the number of lines of normal text to make room for the header and the spacing between the header and the text. There can be up to two headers in a document. Creating two headers is useful when your report or document is to be printed on both sides of the paper (like a book). Under these circumstances, you would design one header for the odd pages, another for the even pages.

You can include the page number anywhere in the header simply by moving the cursor to the location where the page number is to appear, choosing Special/Merge, and clicking on N Next Record. (Inserting a merge New Record command may seem a strange way of including page numbering in a header or footer, but it is the only way.) If you put the page number in the header, make sure the Page/Page Number Position option is set for None (no page numbering), since you do not want the page numbers printed twice.

To see how to create headers and footers, retrieve the second (edited) Annual Report saved on the disk as /Data.wp/report.2 (in Chapter 13). We will add a header and a footer to this report.

Creating Page Headers

Step 1. With the cursor at the beginning of the first page of the Annual Report, choose Edit/Show Codes, and press RIGHT ARROW several times until the cursor moves past the margin [MarSet], top margin [TopMar], page length [PgLnth], and tab [TabSet] codes but stops before the first hard return [HRt].

This will give the Header the same margins as the document.

Step 2. Choose Edit/Hide Codes to return to the normal document screen.

Step 3. Choose Page/Headers and Footers (or press APPLE-**H**).

WordPerfect displays the Headers/Footers dialog (Figure 14.6).

Step 4. Click on 1 Header A.

WordPerfect now displays the Headers/Footers Options dialog (Figure 14.7) for you to choose the frequency for printing the header.

Step 5. Click on 2 Every page.

You are now in the Header A window, where you will type the text of the header.

Step 6. Type **Annual Report**, choose Line/Flush Right (to move the cursor to the far right margin, position 73), type **Page**, press SPACE BAR, choose Special/Merge, and click on N Next Record.

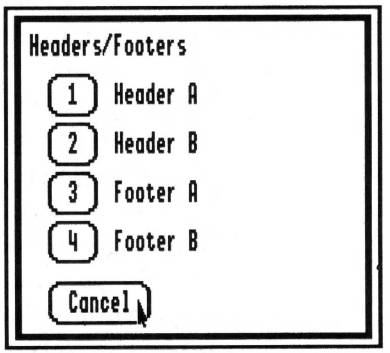

Figure 14.6 The Headers/Footers dialog. Up to two headers and two footers may be created for each document. (You may, however, change the headers and footers throughout the document.)

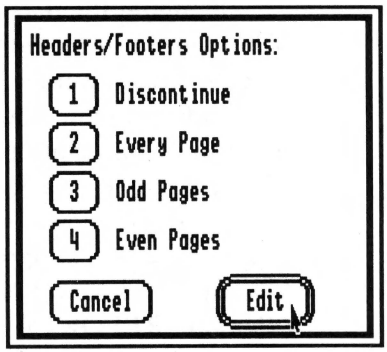

Figure 14.7 The Headers/Footers Options dialog, which specifies the frequency for printing headers and footers.

The top portion of the header screen will look like this:

Annual Report **Page ^N**

If you want an extra space between the header and the line of text, press RETURN after inserting the ^N and before exiting the Header screen.

Step 7. Click on the close box (or choose File/Close).

The header is not visible on the screen, but you can see it by choosing Edit/Show Codes.

Step 8. Suppress the header for the first page of the Annual Report by pressing CONTROL-**B**, DOWN ARROW, RETURN (to move to the beginning of the codes), choosing Page/Suppress Page Format, and clicking on the box labeled "Turn off all page numbering, headers and footers"; then click on OK.

Editing Page Headers

When you want to change the header, position the cursor *after* the Header code to enable WordPerfect to conduct a backward search for the code. Choose Page/Headers and Footers, click on 1 Header A (see Figure 14.6), click on Edit (*not* on one of the numbered buttons; see Figure 14.7), or press RETURN. The header appears in the Header A window.

Most WordPerfect editing features are available in the header specification, including Block On, Cut, Paste, Copy, Tabs, Margins, Center, etc. After making changes to the header, choose File/Close (or click on the close box) to return to the document.

Changing the margins of a document *after* the header is created will require editing the header. Simply enter the header menu, designate the header number, select the Edit option, and immediately close the header window. The margins in the header will be changed automatically. This same procedure is required to change the margins within a footer or a footnote.

You should now save the edited report (Report.2, which now has a header) by clicking on the close box, clicking on Yes, clicking on OK, and clicking on No twice. We will print both the initial report (filename REPORT.1) and the edited report (filename REPORT.2) in Chapter 15, "Printing A Report."

Creating and Editing Footers

Creating and editing footers is identical to creating and editing Headers, except that in the Headers/Footers dialog (see Figure 14.6) you would click on Footer A or Footer B instead of Header A or Header B.

ODDS AND ENDS: HYPHENATION HELPS

The Hyphenation Zone is an additional formatting feature that may be occasionally useful.

Setting the Hotzone

When the Hyphenation feature is on, WordPerfect uses a hyphenation zone (called the "hotzone") to decide whether a word extending past the end of a line should be hyphenated or wrapped to the next line. Similarly, the hyphenation zone determines how far the hyphen can move during the hyphenating process. The hyphenation zone consists of a left hotzone (preset at 7) and a right hotzone (preset at 0). This means that a word that cannot fit within the right margin and begins within seven spaces of the right margin wraps to the next line rather than being hyphenated, and that zero characters can extend beyond the right margin. If the word starts left of the hotzone and cannot fit within the right margin, it is hyphenated.

To change the hotzone, choose Line/Hyphenation Zone. The Set Hotzone dialog appears (Figure 14.8). Enter the new left zone number (for example, 5), and press TAB (not RETURN). Then type the new right zone number (usually kept at 0, since most printers cannot compress characters to fit within fixed margins) and press RETURN to return to the document window. A smaller hotzone increases the amount of hyphenation and decreases the raggedness of the right margin; a larger hotzone decreases the amount of hyphenation and increases the raggedness of the right margin.

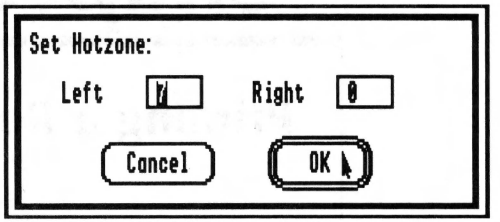

Figure 14.8 The Set Hotzone dialog, which specifies the size of the hotzone, an area that determines whether a word is hyphenated or wrapped to the next line.

SELF-TEST

1. The default for printing page numbers is

   A. top left.

   B. top right.

   C. bottom center.

   D. no page numbers.

2. Page numbers are preset at position _____ for the left corner, position _____ for the center, and position _____ for the right corner.

3. When you want the page numbers to appear on the page, choose _____.

4. Suppressing the Page Format applies to

   A. the previous page.

   B. the current page only.

   C. the pages from the cursor forward.

5. List the steps required to create a footer that appears only on odd-numbered pages but does not appear on the first page.

Chapter 15

Printing a Report

AS A WHOLE: PRINTING AN ENTIRE DOCUMENT
Printing from File Management

A PIECE OF THE ACTION: PRINTING PART OF A DOCUMENT
Printing a Block
Printing a Page from the Screen
Printing a Range of Pages from the Disk

KEEPING THINGS UNDER CONTROL: PRINTER CONTROL

PASSING THE TEST: PRINTER FEATURES
Special Features of the Print Menu

GIVING A DIRECT ORDER: PRINTER COMMANDS
Inserting Control Codes
Downloading a File of Printer Commands

SETTING THE STYLE: PRINTING FEATURES OF THE STYLE MENU

EVENLY PROPORTIONED: PROPORTIONAL SPACING

SELF-TEST

WordPerfect's print features allow great flexibility in printing a lengthy document. You can print a document from the screen or from the disk. You can print the entire document or just a part of it, ranging from a small block of text up to several pages. You can select different printers, interrupt the printing, or cancel a printing job altogether.

AS A WHOLE: PRINTING AN ENTIRE DOCUMENT

Chapter 7, "Printing a Letter," gives instructions for printing an entire letter from the screen by choosing Print/Print. In Chapter 7, you printed the entire file Letter.2 directly from the disk by choosing Print/Printer Control, clicking on P (Print a Document), typing the pathname of the document, and pressing RETURN. Another way to print an entire document from the disk is with the File Management menu.

Printing from File Management

Prepare your printer according to the checklist in Chapter 7, "Printing a Letter," and then choose File/File Management. Move the highlight bar (using the arrow keys) to the file named REPORT.1 and click on Print. The file will print immediately if you defined your printer for continuous-form feed. (If you defined your printer for handfed sheets, you will have to leave the List Files menu, choose Print/Printer Control, and click on Go.) Click on Exit to leave File Management. While the document is printing, you can continue any of your other word processing activities.

A PIECE OF THE ACTION: PRINTING PART OF A DOCUMENT

You can also print part of the document—a block of text, an individual page, or several selected pages. Retrieve the file Report.2 to a blank document window. You will print a portion of the document from the screen.

Printing a Block

Position the cursor at the beginning of the heading *Mission Statement* on the first page. Press OPTION-**B** to turn Block *on*; then move the cursor (using the DOWN ARROW and RIGHT ARROW keys) to highlight the text to the end of the mission statement. Choose Print/Print and click on Yes. WordPerfect immediately prints the highlighted text (unless you defined your printer for handfed sheets). The Block automatically turns *off*.

Printing a Page from the Screen

To print an individual page from the document on the screen, position the cursor within that page. For this example, move the cursor to any location in page one and choose Print/Print Page. WordPerfect immediately prints page one.

Clear the document window by clicking on the close box and clicking on No twice.

Printing a Range of Pages from the Disk

You can print either individual pages or ranges of pages from a lengthy report by means of the Printer Control dialog. This is especially valuable when you have made editing changes that affect only a small number of contiguous pages. You can reprint those pages without having to reprint the entire document.

Step 1. Choose Print/Printer Control.

WordPerfect displays the Printer Control dialog. (The Printer Control dialog will be discussed in detail later in this chapter.)

Step 2. Click on P Print a Document.

WordPerfect displays the Print a Document dialog shown in Figure 15.1. [WordPerfect version 2.1 shows a dialog with a list of filenames from which to choose rather than presenting an input box.]

Step 3. Type the filename **Report.2**, but do not press RETURN. [If you have version 2.1 or later, select the file REPORT.2 from the scroll box.]

If necessary, type the entire pathname, such as **/DATA.WP/REPORT.2**.

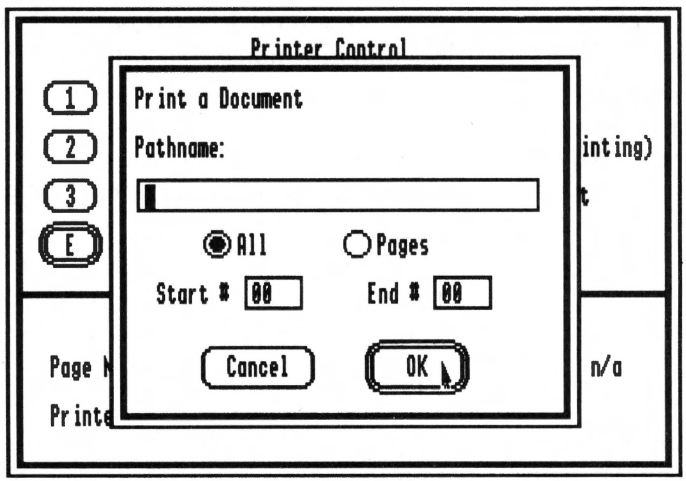

Figure 15.1 The Print a Document dialog, which specifies the range of pages to be printed. [WordPerfect version 2.1 displays a standard Macintosh dialog rather than the one pictured here.

Step 4. Click on the Pages button.

This allows you to specify the range (starting and ending) of the pages to be printed.

Step 5. Click in the Start # box, erase the 00 currently in the box, and type **2**.

This specifies that the printing should start on page two (instead of the normal page one).

Step 6. Press TAB (to move the cursor to the End # box) and type **3**.

This specifies that the printing should end after printing page three. Clicking on OK with the ending set to 00 causes printing to proceed from page two to the end of the document (which in this example *is* page three).

Step 7. Click on OK (or press RETURN) to return to the document window.

KEEPING THINGS UNDER CONTROL: PRINTER CONTROL

WordPerfect provides several printer control options to give you more control over the printing process. From the document window, choose Print/Printer Control (or press APPLE-**P**) to again view the Printer Control dialog (Figure 15.2). The options are listed at the top of the Printer Control screen:

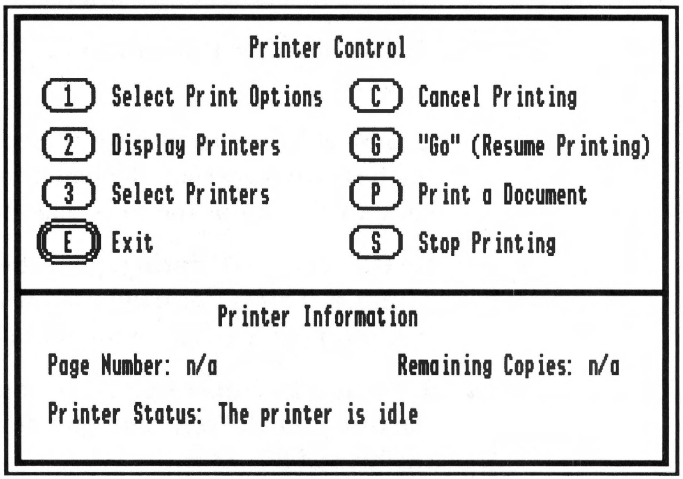

Figure 15.2 The Printer Control dialog, which specifies printing options and allows you to cancel or interrupt printing. [This dialog will appear different in WordPerfect version 2.1.]

1 Select Print Options allows you to change the following printing options:

- Printer Number (if you have more than one printer connected to your computer or you have the same printer defined in more than one way).
- Number of Copies to be printed (the default is one copy).
- Binding Width (if you are printing the text back-to-back and want to specify an inner binding width—wider left margin on odd-numbered pages and wider right margins on even-numbered pages).

If you click on the "Next print job only" box, the Printer Number, Number of Copies, and Binding Width values will be in effect for only one print job; if you leave the box unchecked, the changes will be permanent until you quit WordPerfect (or you can change the defaults via the File/Defaults command, so that the new values are in effect every time you boot WordPerfect).

2 Display Printers lists the printers that you have configured for your system; see Chapter 3, "Setting Up WordPerfect," and Appendix C, "Using Your Printer."

3 Select Printers allows you to configure WordPerfect for your particular printer(s); see Chapter 3 and Appendix C. If you change printers or add another printer to your system, use this option.

E Exit closes the Printer Control dialog and returns to the document window.

C Cancel Printing allows you to cancel the printing. After the printing has been canceled, the paper in your printer advances automatically to the top of the next page to prepare for the next printing.

G "Go" Resume Printing) gives the printer the command to continue printing. This is normally used if your printer uses hand-fed forms; you must issue a Go command before each page will start to print.

P Print a Document gives the command to print a document from the disk and allows you to specify on which pages to begin and end the printing.

S Stop Printing interrupts the printing but does not cancel the job. It does not advance the paper to the top of the next page. You need to manually set the paper to the top of the form. Click on G (for "Go") to continue printing *from the start* of the current print job.

PASSING THE TEST: PRINTER FEATURES

The /WordPerfect disk contains two files (PRINTER.TEST and FONT.TEST), which you should retrieve and print, that will help you determine which of the WordPerfect features your printer supports (see Appendix C, "Using Your Printer"). PRINTER.TEST demonstrates many of WordPerfect's printing capabilities, specifically those found in the Print and Style menus, including lines per inch, underlining, different pitches and fonts, and proportional spacing.

Special Features of the Print Menu

The Print menu, shown in Figure 15.3, contains other options that affect the printed document.

- *Print/Right Justification.* Right justification adjusts the characters and spaces to generate an even right margin. WordPerfect is preset for right justification, but you can turn justification off to allow an uneven ("ragged") right margin by choosing Print/Right Justification. You can turn the justification on and off at any location within a document. You cannot see justification on the screen.
- *Print/8 Lines Per Inch.* The number of lines per inch is preset to six vertical lines per inch. You can change the number of lines to eight per inch if your printer supports this feature. Changing the number of lines per inch usually requires changing the number of text lines on the page. (The form length is always figured in six lines per inch.) To return to six lines per inch, choose Print/6 Lines Per Inch.

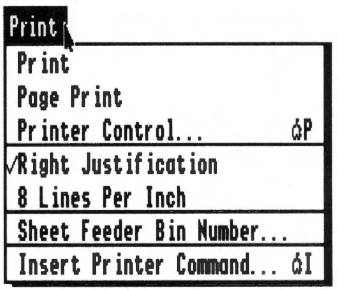

Figure 15.3 The Print Menu.

- *Print/Sheet Feeder Bin Number.* This option allows you to designate the specific bin of the sheet feeder for the paper.
- *Print/Insert Printer Command.* You can specify a nonstandard function of your printer through a direct command to the printer, as explained in the next section.

GIVING A DIRECT ORDER: PRINTER COMMANDS

Many dot matrix printers have nonstandard options, such as foreign-language fonts, dot spacing, special characters, bit-image graphics, and custom line feeds. These are not part of the normal WordPerfect printer configuration. If your printer has these kinds of features (check your printer's user's manual for details), you can insert the appropriate printer command within a WordPerfect document by choosing Print/Insert Printer Command and entering the command in the dialog (Figure 15.4). [If you have WordPerfect version 2.1 or later, the Insert Printer Command dialog may appear different from the one in Figure 15.4.]

Inserting Control Codes

For example, the ImageWriter II printer manual lists the printer command (or *control code*) ESCAPE D CONTROL-@ CONTROL-A, and calls it "Slashed zero begin." After receiving this sequence of commands, the printer outputs all zeros with a slash rather than as open zeros. To return to open zeros ("Slashed zero end"), the printer needs the command ESCAPE Z CONTROL-@ CONTROL-A. The manual lists the numeric equivalents of these codes (in decimal numbers): 27 68 0 1 ("Slashed zero begin") and 27 90 0 1 ("Slashed zero end"). To send the printer these commands, choose Print/Insert Printer Command (to access the Insert Printer Command dialog), type

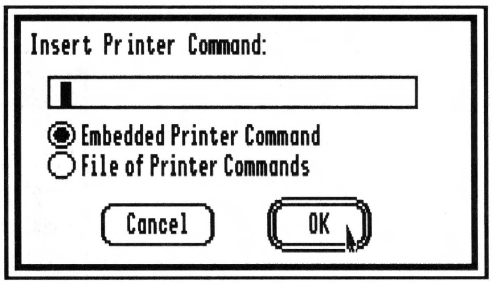

Figure 15.4 The Insert Printer Command dialog, which allows you to give direct printer commands for nonstandard printing options.

<27>D<0><1> (where 27 is the decimal equivalent of the ESCAPE key, 0 is the equivalent of CONTROL-@, and 1 is the equivalent of CONTROL-**A**), and click on OK. From this point on in the document, all zeros will be slashed. Later in the document, if you want to return to normal zeros, choose Print/Insert Printer Command, type **<27>Z<0><1>**, and click on OK.

Figure 15.5 lists the ASCII codes (from the American Standard Code for Information Interchange), which cannot be typed directly from the keyboard into WordPerfect and hence require a decimal equivalent. When your printer manual states that a certain command requires ESC RS, for example, you do *not* type the characters ESC RS when inserting a printer command into a WordPerfect document; instead, you type the decimal equivalents enclosed in braces, i.e., **<27><30>**, with no spaces between the characters.

Each alphanumeric character also has an ASCII code (for example, ! is 33, # is 35, 0 is 48, A is 65, a is 97). Since you can type these characters directly from the keyboard, they are not included in Figure 15.5. Be sure to use uppercase or lowercase characters as specified by your printer manual; the cases are *not* interchangeable.

The process of inserting a printer command may seem cumbersome, especially if you have to do it three or four times in a document. But it becomes extremely easy when you know how to define a *macro* to do the work for you. See Chapter 17, "Macros."

DECIMAL EQUIVALENTS OF ASCII CODES

Code	Dec	Code	Dec	Code	Dec
NULL	0	VT	11	SYN	22
SOH	1	FF	12	ETB	23
STX	2	CR	13	CAN	24
ETX	3	SO	14	EM	25
EOT	4	SI	15	SUB	26
ENQ	5	DLE	16	ESC	27
ACK	6	DC1	17	FS	28
BEL	7	DC2	18	GS	29
BS	8	DC3	19	RS	30
HT	9	DC4	20	US	31
LF	10	NAK	21	space	32
				DEL	127

Figure 15.5 ASCII codes and their decimal equivalents.

Downloading a File of Printer Commands

You can also use the Print/Insert Printer Command feature to send (download) a file of printer codes to your printer. For example, if you use WordPerfect with an Apple LaserWriter through AppleTalk (the Apple network), you have to initialize the printer by sending it the file INITLWRT.PS (Initialize LaserWriter PostScript). You can do this by following these steps:

Step 1. With a clear document window, choose Print/Insert Printer Command (see Figure 15.3).

WordPerfect displays the Insert Printer Command dialog.

Step 2. Click on the File of Printer Commands button.

WordPerfect version 2.0 expects you to type the name of the printer command file, but WordPerfect version 2.1 displays a list of files in the current directory from which to choose.

Step 3. Type **INITLWRT.PS** [or, if you have version 2.1, select INITLWRT.PS from the list of files].

If necessary, specify the path (e.g., **/WORDPERFECT.WRK/LASERWRITER/INITLWRT.PS** or simply **1/LASERWRITER/INITLWRT.PS**.) or change disks.

Step 4. Press RETURN to accept the OK or Open commands.

Step 5. Choose Print/Print to print the document.

The document (with no text) sends the file of printer commands to the printer.

SETTING THE STYLE: PRINTING FEATURES OF THE STYLE MENU

The Style menu contains options that affect the printed document. They include underline styles, font and pitch settings, and proportional spacing.

- *Style/Underline Style.* WordPerfect allows both single underlining and double underlining. (Many printers, however, do not support the double underline feature; fortunately, the Apple ImageWriter II does.) In addition, you can choose between continuous and non-continuous underlining. Continuous underlining underlines when you tab from one tab stop to another. The preset style for underlining is non-continuous, single underlining.

- *Style/Font.* The font (typeface) capabilities vary from printer to printer. Most dot matrix printers have several fonts to which WordPerfect has assigned a number for selection in the Set Pitch/Font dialog (Figure 15.6). Impact printers, however, require that you change the print wheel to obtain a new type style.
- *Style/Pitch.* The pitch (number of characters per inch) is preset at 10 (pica). You can reset the pitch to any value supported by your printer. Changing the pitch requires adjusting the margins to allow for the change in characters typed per inch (see Chapter 6, "Formatting a Letter").

EVENLY PROPORTIONED: PROPORTIONAL SPACING

Proportional spacing allows each character to be spaced according to its width. For example, the letters *m* and *w* require more space than the letters *l* and *i*. Check the printer test document PRINTER.TEST that you were instructed to print to determine which font allows proportional spacing (usually font 3). Then choose Style/Font and Pitch, enter the desired pitch (for example, font 3 on the ImageWriter II), click on the box labeled Proportional, and click on OK (see Figure 15.6). WordPerfect then prints each character spaced according to its width.

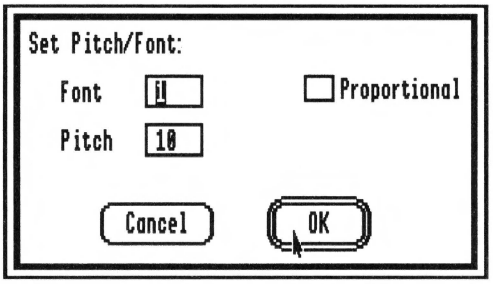

Figure 15.6 The Set Pitch/Font dialog, which allows you to change the size, typeface, and proportion of typed characters.

SELF-TEST

1. Which of these allow you to print a range of pages rather than the entire document? (You may select more than one answer.)

   A. Print/Print

   B. Print/Page Print

   C. Print/Printer Control/Print a Document

2. Which of the above (A, B, and/or C) allow(s) you to print a single page from a multiple-page document?

3. Which of the above allow(s) you to print the full document of several pages?

4. The binding width feature shifts the text to the right on _____ numbered pages and to the left on _____ numbered pages.

Chapter 16

Speller and Thesaurus

IN A SPELL: THE SPELLER FEATURE
  Using the Speller

LOST AND FOUND: A SPELLER TUTORIAL

SEEING DOUBLE: THE DOUBLE WORD MENU

TOO BE ORE KNOT TWO BEE: ERRORS WORDPERFECT WON'T FIND

LOOK IT UP: THE LOOK UP OPTION

A SPELLING LIST
  The Supplementary Dictionary

THAT'S MY SPECIALTY: THE SPELLER UTILITY
  Using the Speller Utility
  Adding a List of Words to a Dictionary
  Creating Your Own Dictionary

A WORD TO THE WISE: THE THESAURUS

SELF-TEST

Every good writer has a best friend—someone who talks his or her language, who makes sure things are right, who is the final authority on important matters. Every good writer knows that this "best friend" is a dictionary. And once you learn how to use it, *your* best friend will be WordPerfect's dictionary.

IN A SPELL: THE SPELLER FEATURE

With a dictionary of over 115,000 words, the WordPerfect Speller helps you proofread your document by checking the spelling of an individual word, all the words on a page, or all the words in an entire document. In addition, Speller allows you to locate double words, to check words containing numbers, and to count the total number of words in the document.

Using the Speller

Step 1. Before using the speller, always save your document to the data disk as a safety measure.

Step 2. Put the /Word.Lists disk on-line.

If you have one disk drive, you will have to eject the /WordPerfect.WRK disk and insert the /Word.Lists disk in the drive. If you have two disk drives, you will have to eject the /Data.WP disk and insert the /Word.Lists disk in the drive.

Step 3. Choose Special/Speller.

The Speller menu appears:

1 Word checks the spelling of the word at the cursor or to the left of it.

2 Page checks the spelling of all the words on the page where the cursor is located.

3 Document checks the spelling of all the words in the entire document, highlighting the misspelled words in the document window.

4 Change allows you to change to another dictionary (for example, a dictionary that you have created; see "Creating Your Own Dictionary" below).

5 Look Up allows you to look up words in the WordPerfect dictionary.

6 Count gives the number of words that have been checked in the document.

7 Next Page displays the next page of suggested spelling words when the list of suggested words fills more than the small Speller window.

Step 4. Make the necessary corrections to the document as indicated by WordPerfect by double-clicking on the correct spelling.

Press CLEAR or ESC to stop the Speller program at any time.

Step 5. Click on the Exit Speller button.

Step 6. Remove the /Word.Lists disk and save the corrected document to your disk, remembering to "replace" the original document.

LOST AND FOUND: A SPELLER TUTORIAL

Type the minutes of the Board of Directors meeting exactly as shown in Figure 16.1; then choose File/Save As (APPLE-**S**) and save the document as

/Data.Wp/MINUTES.BD.

With the document still on the screen, choose Special/Speller and wait until the Speller menu appears (Figure 16.2).

Click on the Document button to have the speller check every word in the document against the WordPerfect dictionary. If a particular word is not found in the dictionary, the word is highlighted and the Not Found menu appears. After searching through its dictionary, WordPerfect may display one or more suggested words. You can select the suggested word as it appears in the Speller menu or select one of the menu options as shown in Figure 16.3.

1 Skip ignores the highlighted word for this instance only.

2 Ignore will ignore this particular highlighted word when it occurs from now on.

3 Add Word saves the word to a supplementary dictionary.

4 Edit allows you to move the cursor and correct the spelling.

5 Look Up allows you to match a spelling pattern in the dictionary and then add the correct word to the document.

6 Next Page shows an additional page of words matching the highlighted word.

Unapproved Minutes of

BOARD OF DIRECTORS MEETING

May 27, 1987

Minutes of the meeting held on April 15, 1988 approved as submited.

REPORT BY STORE MANAGER

Reed A Page, Store Manager, reported that last year during the month of September their was a great demand for sertain college textbooks. He outline the need to consider increasing the college textbook titles. The major question to consider is is weather Ocean Breeze Bookstore wants to compete with local college bookstores.

Ernest Reeder, Chairman of the Board of Directors, explained that teh board needs to develope a method of determining which textbooks to stock. He also stated that the board must formulate an equitable "buy back" policy before the 1st of September.

Figure 16.1 Sample minutes of the Board of Directors meeting, typed to demonstrate the WordPerfect Speller. The minutes should be typed with spelling errors exactly as shown.

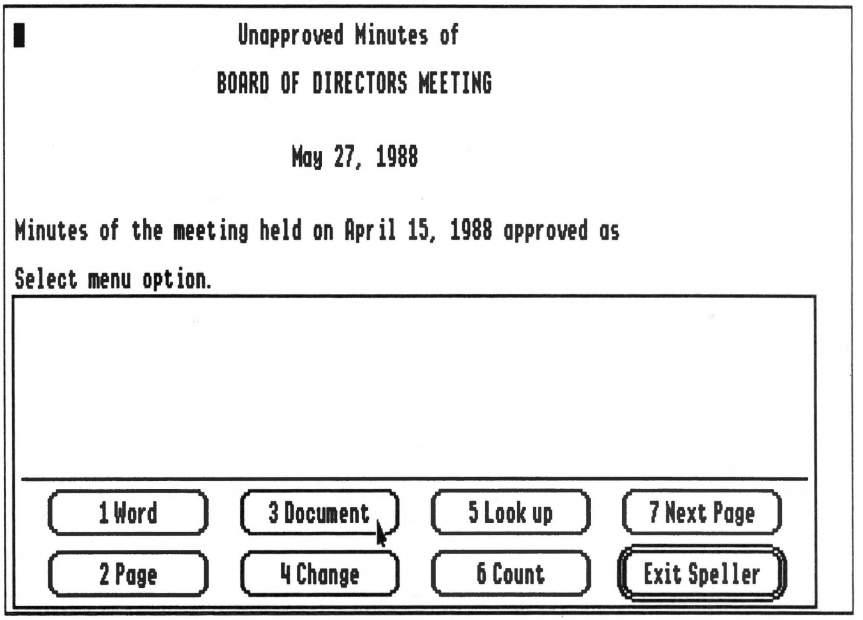

Figure 16.2 The Speller menu.

The first word highlighted in Figure 16.3 is the word *submited.* Since, in this instance, the correct spelling of the highlighted word appears below (A. *submitted*), press **A** to insert the correct spelling into the document.

The next word highlighted is *certin.* The speller suggests the words: A *ceratin*, B *certain*, C *cortin*, and D *cretin*. Press **B** and WordPerfect inserts the correct spelling, *certain*, into the document.

SEEING DOUBLE: THE DOUBLE WORD MENU

One of the easiest mistakes to make in a document is to type a word twice. WordPerfect calls this error a "double word" and checks for its occurrence. In the Annual Report the word *is* appears consecutively in the document. Double words are highlighted by the speller, and the Double Word menu (see Figure 16.4) appears:

1 Skip ignores the currently highlighted double occurrence of a word.

2 Delete 2nd erases the second occurrence of the word.

3 Edit allows you to edit the text as you choose. WordPerfect provides only a limited number of edit features, just enough to let you revise a misspelled word.

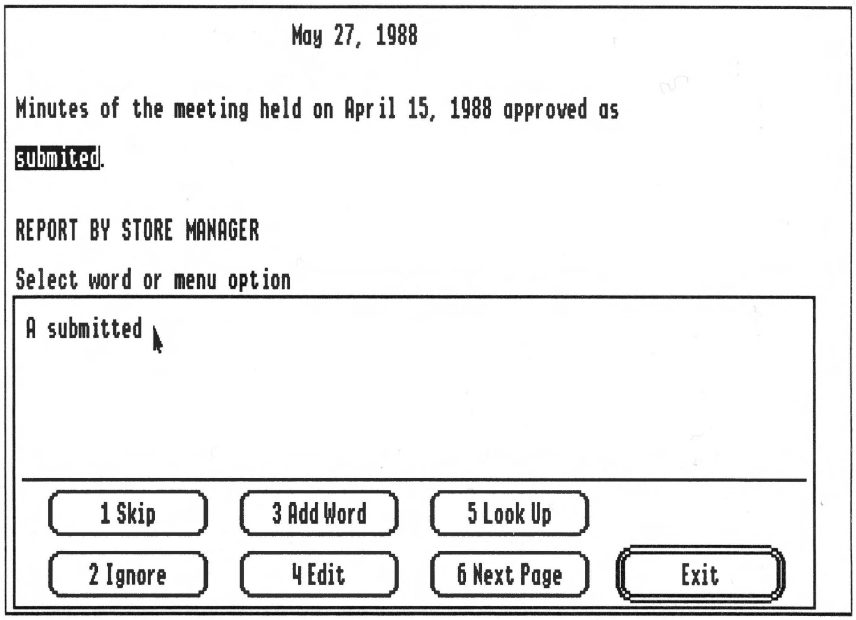

Figure 16.3 The menu that is displayed if a particular word is not found in the WordPerfect dictionary.

4 Disable ignores future occurrences of duplicate words.

In the Annual Report, one of the double words should be eliminated. Press **2** or click on the 2 Delete 2nd button to erase the second *is* and continue the Speller program. The speller now highlights the name *Reeder* and gives possible replacement words, none of which, however, is the correct spelling of the name. Since the name Reeder appears frequently in the correspondence of Ocean Breeze Bookstore, we will want to add the name to a supplementary dictionary. Press **3** (or click on 3 Add Word) to add the word to the supplementary dictionary.

Next, the word *teh* (in which the letters *h* and *e* in *the* are transposed) appears highlighted. WordPerfect displays possible replacement words, including the correct one, H *the*. Press **H** to replace the misspelled word with the correct one.

The speller finishes checking all the words in Figure 16.1 and gives the total number of words checked. Press RETURN to exit the Speller program. Remember to save the corrected document to the disk.

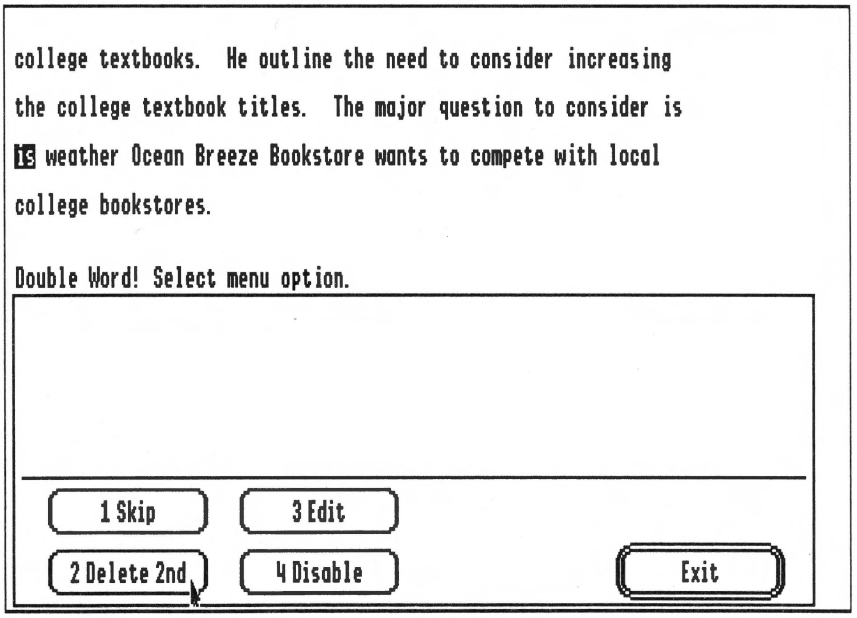

Figure 16.4 The Double Word menu, which is displayed when a word appears consecutively.

TOO BE ORE KNOT TWO BEE: ERRORS WORDPERFECT WON'T FIND

Don't be fooled into thinking that the WordPerfect Speller eliminates the need for good proofreading. WordPerfect simply checks to see if each word is in its dictionary; it cannot tell if you've used the word incorrectly. For example, WordPerfect would find no errors in the heading of this section, "Too Be Ore Knot Two Bee," because every word is spelled correctly; i.e., all the words are in the WordPerfect dictionary. Obviously, WordPerfect has no way of determining that the words are used incorrectly.

This explains why several errors remain in the minutes of the Board of Director's Meeting (Figure 16.1). If the word is a homonym of the intended word (e.g., *their* on line two of the first paragraph), the error will not be detected. Likewise, the incorrect tense (e.g., *outline* on line three of the first paragraph), the wrong word (e.g., *weather* on line five of the first paragraph), and an alternative (but not preferred) spelling (e.g., *develope* on line one of the second paragraph) will not be detected. The only way to detect and correct these errors is to read and reread your documents.

LOOK IT UP: THE LOOK UP OPTION

If you don't know how to spell a word, you can either type the word using guesswork and let the speller find the proper replacement word, or you can use the Look Up option of the speller and find the word in the WordPerfect dictionary. You don't need to know how to spell the word completely in order to look it up; just put a hyphen (-) for each individual letter you don't know and an equal sign (=) for each group of letters you don't know.

For example, suppose you can't remember the vowels in the word *relevant*. Choose Special/Speller and then select option 5 Look Up. The Look Up dialogue (Figure 16.5) appears on the screen.

Now type *relevant*, using a hyphen for every letter you don't know (i.e., **r-l-v-nt**). Then press RETURN, and WordPerfect supplies the correct spelling (A *relevant*). Press RETURN to return to your document and type the word *relevant*.

You can use the Look Up option when there are several letters in question by substituting an equal sign (=) for these letters. Thus *bicycle* can be located by typing **b=cle**. WordPerfect finds all the words that begin with *b* and end with *cle*. The words include: A *Barnacle*, B *Bicycle*, C *Binnacle*, and D *Boucle*. Press RETURN to return to the document and type the correct spelling of *bicycle*.

You probably will not need to look up words in the dictionary very often, since most of the words you misspell will be located automatically when you use the Speller program. But suppose you misspell the word *accidentally* as *accidently*. WordPerfect highlights the word but

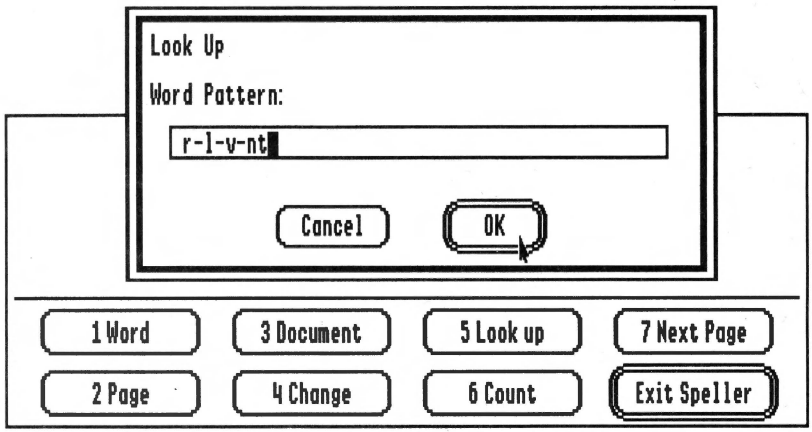

Figure 16.5 The Look Up dialog, which allows you to look up the correct spelling of a word in the WordPerfect dictionary.

does not suggest a spelling for it. You would then choose the Look Up option and type the word pattern as follows: **accident=**. WordPerfect lists all the words found in the dictionary that begin with the letters *accident*, including the correct spelling, *accidentally*.

A SPELLING LIST

The WordPerfect dictionary (WP.DICTIONARY) consists of a common word list, a supplementary word list, and a main word list. To maximize speed, the speller checks the common word list first, the supplementary list second, and the main list last. The supplementary list (WP.SUPPLEMENT) comprises the words added by the user with option 3 (Add Word) of the Not Found menu.

In the example above, we selected option 3 (Add Word) for the highlighted word *Reeder*. WordPerfect added *Reeder* to the optional list in a supplementary dictionary (WP.SUPPLEMENT). In fact, all the surnames of the Ocean Breeze Bookstore employees could be added to the supplementary dictionary. You can create and edit this dictionary while in WordPerfect.

The Supplementary Dictionary

Step 1. Clear the screen, choose File/Retrieve (APPLE-**R**), and then retrieve the file WP.SUPPLEMENT.

Step 2. Add, delete, or edit the words in the supplementary dictionary and then save the file to the disk as WP.SUPPLEMENT, replacing the original file.

If the supplementary dictionary becomes full, the message "Dictionary Full" appears. When this happens, you should add the words from the supplementary dictionary (WP.SUPPLEMENT) to the main dictionary (WP.DICTIONARY), using the Speller Utility as described in the next section, and then delete the Supplementary Dictionary.

THAT'S MY SPECIALTY: THE SPELLER UTILITY

The Speller Utility (SPELL.SYSTEM) is used to accomplish the following:

- Add words from the supplementary dictionary to the main dictionary.
- Add other lists of words to the main dictionary.
- Create new dictionaries (for example, specialized dictionaries for lawyers, scientists, engineers, etc.).

- Delete words from the dictionary.
- Display the list of common words (a relatively short list that WordPerfect checks before consulting the main list).

The Speller Utility requires two 3½-inch disk drives; *do not try to use the utility on a single-drive system.* Whenever you use the Speller Utility, make sure you use only the backup disks /Utilities.Wrk and /Word.Lists.Wrk created in Chapter 3, "Setting Up WordPerfect," and *not* the original disks supplied with WordPerfect.

Using the Speller Utility

To use the Speller Utility for adding words to the dictionary, follow these steps:

Step 1. Boot your computer with the /Utilities.Wrk disk (created in Chapter 3) in the main 3½-inch disk drive.

Wait until the ProDOS desktop appears on the screen, with the UTILITIES disk icon in the upper right corner.

Step 2. Place a blank diskette in the other 3½-inch disk drive, click on INITIALIZE (to format the disk), type **WORD.LISTS.NEW** (as the name of the new diskette).

The WORD.LISTS.NEW icon is now on the desktop.

Step 3. Eject the /Word.Lists.New disk from its disk drive and insert your /Word.Lists.Wrk disk (created in Chapter 3).

Step 4. Double-click on the /Utilities.Wrk diskette icon, then double-click on SPELL.SYSTEM (in the UTILITIES.WRK window).

The title and copyright screen of Speller for the Apple IIGS appears on the screen.

Step 5. Type **/word.lists.new/wp.dictionary** (as the pathname of the new dictionary) and press RETURN.

The Speller Utility main menu (shown in Figure 16.6) now appears on the screen, with the following items:

0 - Exit leaves the utility and returns to the DOS prompt.

1 - Change/Create Dictionary changes the current dictionary to another existing one or creates a new one.

```
WordPerfect  Speller  Utility

0 - Exit

1 - Change/Create  Dictionary

2 - Add  words  to  Dictionary

3 - Delete  words  from  Dictionary

4 - Display  common  word  list

5 - Check  location  of  a  word

6 - Look  Up

Selection: ■
```

Figure 16.6 The Speller Utility main menu.

2 - Add words to Dictionary adds words to the current dictionary; you can type words from the keyboard or use a file containing a word list.

3 - Delete words from Dictionary deletes words typed from the keyboard or in a word list.

4 - Display common word list shows the common word list on the screen.

5 - Check location of a word checks if a word is in the main dictionary list or in the common word list.

6 - Look Up looks up a word in the dictionary. Use this like the Look Up feature in the Speller program, including use of the symbols = and -.

You can now execute any of the above commands by pressing the appropriate number key.

Adding a List of Words to a Dictionary

Suppose that one of your responsibilities at Ocean Breeze Bookstore is to communicate with writers, editors, and publishers regarding the production of books and magazines. The publishing field has some specialized terms that you would like to add to the WordPerfect dictionary:

backgrounder	**backlighting**
backlist	**contrasty**
copyediting	**itals**
nonreproducible	**photomontage**
sidebar	**tearsheet**

(You would probably have a much longer list of words and would also include plurals and other verb tenses, but we have kept the list short for illustration purposes.) To add these words to the dictionary (WP.DICTIONARY), continue from step 5 in the section "Using the Speller Utility" above:

Step 6. From the Speller Utility main menu, press **2** (Add words to Dictionary).

The Speller displays the Add Words screen and asks if you want to add words to the common word list.

Step 7. Press **N** (for No, you don't want to add the special publishing words to the common list).

The Speller now asks if you want to add words to the main dictionary.

Step 8. Press **Y** (for Yes, you *do* want to add words to the main dictionary).

The Speller presents the Add Words menu (shown in Figure 16.7):

1 - Exit returns to the Speller Utility menu.

2 - From file uses a document file containing a word list to add to the common word list or the main dictionary. For example, you could have typed a WordPerfect document containing a list of the special publishing words you want to add to the dictionary and then selected this menu item to add those words to the dictionary.

```
Spell -- Add  Words

     You may add words to the small fast-access Common Word list or to
the main dictionary.  Words added to the common word list are also put
in the main dictionary.

Add words to the common word list?  N

Add words to the main dictionary?

1.  Exit;
2.  From  file;
3.  From Keyboard;
4.  Cancel;

 Selection: ▮
```

Figure 16.7 The Add Words menu of the Speller Utility, which allows you to add words (from a document file or directly from the keyboard) to the WordPerfect dictionary.

3 - **From Keyboard** allows you to type new words directly from the keyboard for the common word list or the main dictionary. You will use this menu item to add the special publishing words to the main dictionary.

4 - **Cancel** exits the Add Words menu and returns to the Speller Utility main menu without adding any words (even if you have told the speller to do so).

Step 9. Press *3* to add words from the keyboard to the main dictionary.

The speller then prompts you to enter the word(s).

Step 10. Type the following (placing a space between each word rather than pressing RETURN): **backgrounder backlighting backlist contrasty copyediting itals nonreproducible photomontage sidebar tearsheet**.

Exert extreme care in typing these words, since a misspelled word in the dictionary is worse than no word at all.

Step 11. Press RETURN after the last word, and then press **1** (to exit from the Add Words menu).

The speller detects that there is not enough room on the /Word.Lists.Wrk disk and asks you to type the path for a disk with enough room (which must be equal to or exceed the amount of space occupied by the dictionary).

Step 12. Eject the /Utilities.Wrk disk, insert the /Word.Lists.New disk (prepared above), type **/word.lists.new**, and press RETURN.

The speller then proceeds to do the work of adding your words to the dictionary. This process requires about eight minutes. Make sure you have enough room on your /Word.List.Wrk disk to handle the now larger dictionary. You may have to copy the file WP.THESAURUS to its own disk and delete it from /Word.List.Wrk to provide sufficient space.

Step 13. Exit the Speller Utility by pressing **0**. You can now use the updated dictionary found on the /Word.Lists.Wrk disk.

In this example, you have added only a few words to the dictionary, but normally you would have a long list of words. Therefore we recommend that you type the list of words in a regular WordPerfect document, follow the steps above to get into the Speller Utility main menu, press **2** to add words to the dictionary, press **N** and **Y** (to add the words to the main dictionary), press **2** (to add words from a file), and type the name of the file containing the words. Otherwise, all the steps are the same as above.

Creating Your Own Dictionary

If your profession uses specialized words, you may want to create a new dictionary rather than just add words to the current (WP.DICTIONARY) dictionary. Be warned, however, that this new dictionary should contain common, everyday words as well as the specialized vocabulary. For this reason, you should usually add words to the existing dictionary. But if you *do* need a new dictionary, follow these steps:

Step 1. Create a file of the list of words for your new dictionary and save the list on a blank 3½-inch disk.

Dictionaries in specialized books, glossaries in technical manuals, and vocabulary lists in student textbooks are good sources of words. Type these words into the WordPerfect document, and save it using a legal

filename such as **medical.list** or **legal.list** onto a disk entitled (for example) /Words.Medical or /Words.Legal.

Step 2. Create a list of common words and save it to the disk.

To get an idea of the types of words used in the common list, you can get into the Speller Utility and press **4** (Display common word list) in the main menu. Type these or similar words into your own file and save it with the filename **common.list**.

Step 3. Get into the Speller Utility as explained above in the section "Using the Speller Utility," and from the Speller Utility main menu, press **1** (Change/Create dictionary).

Step 4. At the prompt, "Name of new Dictionary:," type a legal filename for your dictionary.

For example, type **medical.dict** or **legal.dict**. The speller then creates an empty dictionary file of that name.

Step 5. From the Speller Utility main menu, press **2** to add words to the dictionary. Now, follow the steps given above in the section "Adding a List of Words to the Dictionary," only this time add the list from a file rather than from the keyboard, using the name **medical.list** or **legal.list**. After adding the words, press **1** to exit the Add Words menu, update the dictionary, and return to the Speller Utility main menu. Repeat this step, but now add the list to the common dictionary and use the file **common.list**.

Step 6. From the Speller Utility main menu, press **0** to exit the program.

To use your new dictionary from within WordPerfect, make sure /Word.Lists (or /Word.Lists.Wrk) is *not* on-line; choose Special/Spell, click on Cancel (since you don't want to use the normal dictionary), type the full pathname of the new dictionary (such as **/words.medical/medical.dict**, and click on OK. WordPerfect will then use your new dictionary to check the spelling in the current document.

A WORD TO THE WISE: THE THESAURUS

The purpose of a thesaurus is to help writers select the best word for use in a given context. The WordPerfect Thesaurus is a fast and simple way of displaying synonyms (or near-synonyms) and antonyms of words in your document or typed from the keyboard. Once the synonyms are displayed on the screen, you can select any word from the group and insert it into your document. To see the power of the thesaurus, follow these steps:

Step 1. Starting with a clear WordPerfect screen, type the following paragraph:

You can't judge a book by its cover, but you can ascertain much about a book if you read its front and back cover, read the table of contents, read the preface, and read parts of the book. Your judgments on which books to buy and read can literally change your life.

Step 2. Move the cursor to the word *ascertain* near the end of the first line.

Since *ascertain* is not quite the word you want, you will use the thesaurus to help select a better word.

Step 3. Choose Special/Thesaurus (or press APPLE-**T**) to get to the Thesaurus window, as shown in Figure 16.8.

WordPerfect divides the screen into three columns and a menu. Each word (labeled A through H) in the column represents a different meaning of the word *ascertain* and contains synonyms having that meaning (or slight variations thereof); another word (labeled I) represents an antonym. At this point you have several options:

- Press a letter corresponding to one of the words in the list of synonyms and antonyms (or move the highlight bar with the arrow keys and then press RETURN) to display a list of synonyms for that particular word. The word must be a "headword" (marked by a bullet to the left of the word), meaning it has synonyms; otherwise, you will get an error message. (Double-clicking on a word has the same effect as pressing the letter next to the word.)

- Press the LEFT or RIGHT ARROW key to move the highlighted letters from their current column position to an adjacent column. In our current example, there are no words in the second and third columns, and therefore the arrow keys have no effect.

- Select one of the Thesaurus menu options at the bottom of the screen:

  1 Look Up lets you select a new headword, for which WordPerfect displays the synonyms.

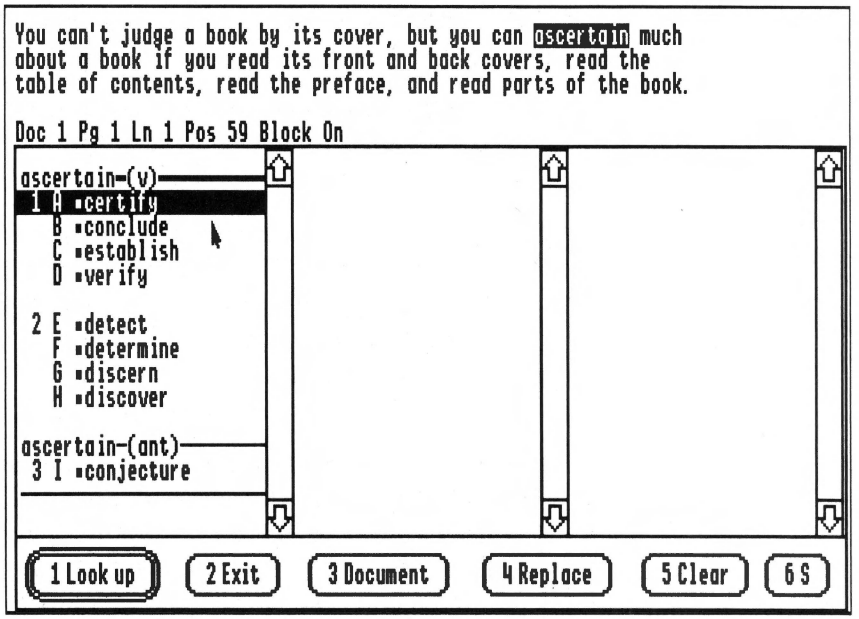

Figure 16.8 The Thesaurus window, which displays synonyms and antonyms for selected words in your document.

2 Exit exits the Thesaurus window and returns to the document.

3 Document leaves the Thesaurus window and returns to the document temporarily, where you can use the arrow keys to move through and view other parts of the document. When you are finished looking at the document, click on 2 Exit to return to the Thesaurus window. The document window returns to its original view and WordPerfect highlights the word selected previously. If, however, while viewing the document you click on 3 (now entitled Thesaurus) instead of 2 Exit, WordPerfect selects the word at the cursor as the new headword. You can also click on 4 (now labeled Search) to perform a normal search through your document. You can use this feature, for example, to search for a particular word that you want the thesaurus to replace throughout the document.

4 Replace lets you replace the highlighted word in the text with the highlighted synonym in the Thesaurus window. For example, to replace *ascertain* with *conclude*, you would press the DOWN

ARROW to highlight the word *conclude*, and then press or click on 4. The new word appears in the document.

5 Clear clears the current column to make room for the synonyms of another headword.

6 S changes the way in which words scroll into view in each column. The default is hierarchical; i.e., if a headword contains more references than can fit on the screen, as you press DOWN ARROW the lower words scroll into view as groups of words with similar meanings. If you click on 6 S to change the scrolling to sequential, the reference words appear in the column one word at a time (and the menu item now appears as 6 H).

Step 4. Press **B** to use *conclude* as a new headword and to display its synonyms. Now the screen shows two columns of synonyms, with the letter labels in the second column. Press the LEFT ARROW key to move the letter labels back to column one.

Step 5. Click on the word *determine* and then click on 4 Replace to replace *ascertain* with *determine*.

Step 6. Click on 3 Document, move the cursor to the word *about* later in the paragraph, and click on 1 Look up.

As you can see, *about* is not a headword, so WordPerfect displays the error message, "Word not found," and waits for you to click on OK.

Step 7. Click on OK in the error dialog. Now press **C** to make *huge* a headword.

Step 8. Now use the thesaurus to correct the repetitive use of the word *read* by suggesting alternative choices.

The WordPerfect Thesaurus finds several synonyms, such as *peruse*, *study*, and *scan*, that would work well in the paragraph. Decide on the word you prefer; then continue to look up other words in the paragraph in the thesaurus.

As you can tell, the speller and the thesaurus are valuable—almost necessary—aids to serious writers. Become familiar with these aids and they will indeed become two of your "best friends."

SELF-TEST

1. To look up a word in the dictionary, use a(n) _____ character in the place of a single letter you don't know and a(n) _____ character in the place of a group of letters you don't know.

2. A double word error involves which of the following:

   A. A word that has been inadvertently typed twice.

   B. A word that has two meanings.

   C. The alternate spelling of a word.

3. To ignore a highlighted word in the Speller program, click on the _____ option.

4. A word in the Apple IIGS Thesaurus for which there is a list of synonyms is called a _____.

Chapter 17

Footnotes and Endnotes

PUTTING YOUR BEST FOOT FORWARD: FOOTNOTES
- The Footnote Menu
- Creating a Footnote
- A Footnote on Footnotes
- Editing a Footnote

ALL'S WELL THAT ENDS WELL: ENDNOTES
- Mixing Footnotes and Endnotes
- Changing Note Style

SELF-TEST

Often the most painful chore in writing research papers or any lengthy report is to create the footnotes or endnotes for the report. Fortunately, WordPerfect takes much of the pain out of this task.

PUTTING YOUR BEST FOOT FORWARD: FOOTNOTES

WordPerfect's footnote feature automatically keeps track of footnote numbers (even when you delete or add other footnotes) and automatically formats and prints the footnotes at the correct location at the bottom of the page. We will demonstrate these footnote features by adding footnotes to the edited copy of the Annual Report of Ocean Breeze Bookstore (Report.2) that we created in Chapter 14, "Formatting a Report."

The Footnote Menu

To make the footnotes, you will use the Footnote menu (located in the menu bar across the top of the screen). The footnote menu contains the following items (see Figure 17.1), which will be discussed later in the chapter:

- **Create** creates a new footnote.
- **Edit** modifies an existing footnote.
- **Options** consists of the following footnote options (as indicated in Figure 17.2):

  1 Footnote-Text Separation specifies the length of the line that separates the footnote from the text. The options consist of: no line, a 2-inch line, a 2-inch line with a "Continued" message when footnote continues to another page, and a line that extends across the page from the left margin to the right margin.

  2 Footnote Position specifies whether the footnote will be placed at the bottom of the page or immediately at the end of the text when the text and footnotes do not take up an entire page.

  3 Footnote Numbering specifies the type of footnote labeling (numbers, characters, or letters) to be used and, if numbering, whether it will restart with each page.

  4 Endnote Numbering specifies the type of endnote numbering (numbers, characters, or letters) to be used.

Figure 17.1 The Footnote Menu.

5 Note Spacing specifies the amount of line spacing within the footnote or endnote, the amount of line spacing between the footnotes or endnotes, and the number of lines that should be kept together on one page.

6 Note Style specifies the style of text (characters, underlining, and/or superscript) for the footnote both within the text and within the footnote or endnote itself.

- **Renumber** starts a footnote or endnote at a new number (such as renumbering for a new chapter).
- **Endnote Create** creates new endnotes.
- **Endnote Edit** modifies an existing endnote.

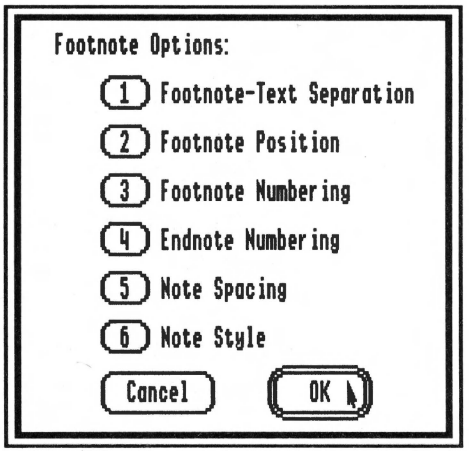

Figure 17.2 The Footnote Options dialog. [This list of options may appear as a side menu in WordPerfect version 2.1.]

Creating a Footnote

Before creating the footnotes, clear the WordPerfect document window (by clicking on the close box and clicking on No twice) and retrieve the file Report.2 by choosing File/Retrieve, typing **Report.2**, and pressing RETURN. Follow these steps to create the footnotes:

Step 1. Move the cursor to the end of the quote on page one of the Ocean Breeze Annual Report, following the phrase *in its retail listings.*

Step 2. Choose Footnote/Create (to create a new footnote).

WordPerfect opens a window for creating footnote 1. You can type text just as if it were the normal document window, with almost all the editing features available for your use.

Step 3. Type **Libro, Manuel, A Brief History of Ocean Breeze Bookstore (San Diego: Ocean Breeze Press), p. 4.**, and click on the close box.

The number 1 appears on the screen next to the quote.

Step 4. Move the cursor to the end of the first quote on page three of the report, after the phrase . . . *rearrangement of our administrative offices.*; choose Footnote/Create and type **Page, Reed A., "Growth of the Bookstore," Ocean Breeze Bookstore Annual Report, 11:4, 1986.**; then click on the close box.

The footnote number (2) automatically appears at the end of the quote.

Step 5. Now add a footnote to the next quote (on page three after the phrase . . . *software division.*), using the same procedure as above. The footnote is **Fineman, William, Ibid., p.2**.

Step 6. Print the Ocean Breeze Annual Report to see how the footnotes look. Figure 17.3 shows page three of the report.

A Footnote on Footnotes

Figure 17.3 shows the footnotes as they are preset to appear. The Footnote/Options feature allows you to change those default options. (If you want your Footnote Options settings to become the default settings, you must use the File/Default feature to save the new settings and make them permanent.) Note the following characteristics of the default footnotes.

- The footnotes are numbered automatically. If you were to delete footnote number 2, the current footnote 3 would become footnote 2.

Annual Report Page 3

Assistant Manager, A. Jed Arthur, directs the used and rare book department, administers special book orders, and assists the manager.

Other store personnel includes sales personnel, secretaries, and stock clerks.

SUMMARY OF EVENTS

The year can best be summarize by quoting from a speech by Reed A. Page, store manager, to the Board of Directors:

> This has been an excellent year of growth for Ocean Breeze Bookstore. Our floor space has increased from 22,500 to 30,800 square feet with the addition of the south wing and the rearrangement of our administrative offices.[2]

In addition, Bill Fineman, company financial officer, also reports that the retail sales of software will expand during the next few years.

> Not only has the size of our store increased, but our product lines have dramatically increased with the addition of the new computer software division.[3]

---

[2]Page, Reed A., "Growth of the Bookstore," Ocean Breeze Bookstore Annual Report, 11:4, 1986.

[3]Fineman, William, Ibid., p.2.

Figure 17.3 The Ocean Breeze Bookstore Annual Report with footnotes.

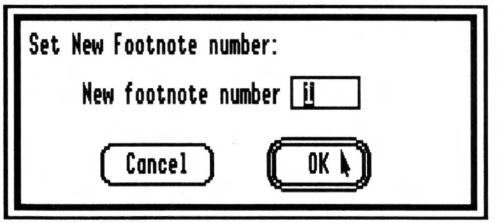

Figure 17.4 The Set New Footnote number dialog, which is shown after choosing the Footnote/Renumber feature.

If you want to change the footnote numbering, choose the Footnote/Renumber feature and enter the new footnote number into the Set New Footnote number dialog (as shown in Figure 17.4).

- A two-inch line separates the text from the footnote.

  You can make the line go across the entire page or omit it entirely by choosing Footnote/Options, clicking on Footnote-Text Separation, and clicking on the "line across page" option or the "none" option in the dialog (shown in Figure 17.5).

- The footnotes appear at the bottom of the page (rather than immediately after the text) on a partially filled page.

  You can suppress this feature by choosing Footnote/Options/Footnote Position and clicking on "after text" in the dialog (shown in Figure 17.6). This causes the footnote on a partially filled page to appear just under the last line of text.

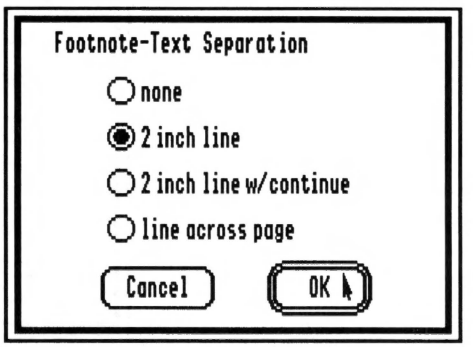

Figure 17.5 The Footnote-Text Separation dialog, which specifies the length of the line separating the footnote and text.

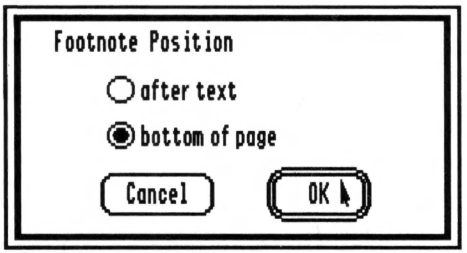

Figure 17.6 The Footnote Position dialog, which specifies where to place the footnote on a partially filled page.

- The footnotes are labeled consecutively throughout the text using numbers.

  You can modify the labels to restart with each page by choosing Footnote/Options/Footnote Numbering and checking the "restart each page" box in the Footnote Numbering dialog (shown in Figure 17.7).

- The footnotes are single-spaced, with a blank line between the footnotes.

  This can also be modified by choosing Footnote/Options/Note Spacing and entering the desired amount of spacing in the dialog (shown in Figure 17.8).

- The footnote number is in superscript format in the text and in the footnote.

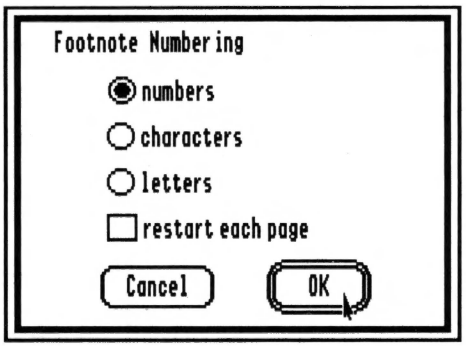

Figure 17.7 The Footnote Numbering dialog, which defines the labels to be used in numbering the footnotes. The Endnote Numbering dialog is similar.

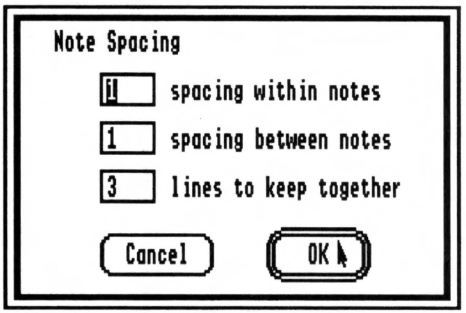

Figure 17.8 The Note Spacing dialog, which specifies the amount of spacing within and between footnotes and endnotes.

You can modify this by choosing Footnote/Options/Note Style and by modifying the codes in the dialog (shown in Figure 17.9). The codes must be entered by pressing CONTROL-letter to access the Help menu; you cannot use the main menu or the mouse commands to enter the codes in this dialog; see the section "Changing Note Style" below.

Editing a Footnote

Editing footnotes is as easy as creating them. Just choose Footnote/Edit, type the number of the footnote you wish to edit, and press RETURN. The footnote appears on the screen and WordPerfect awaits your changes. After you have made the desired modifications, click on the close box of the Footnote window to exit the footnote screen and return to the document screen.

ALL'S WELL THAT ENDS WELL: ENDNOTES

Endnotes work in exactly the same way as footnotes, with the following exceptions:

- WordPerfect prints endnotes at the end of the document rather than at the bottom of each page. Most scholarly publications in scientific and engineering journals now use the convention of placing references together at the end of the document rather than dispersing them throughout the document.

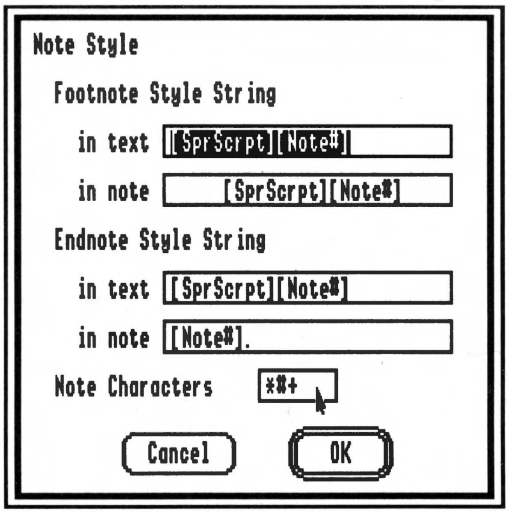

Figure 17.9 The Note Style dialog, which specifies the style for footnotes and endnotes both in the text and in the note.

- The default format of the endnote in the text is the same as a footnote (superscript note number) but is different in the note itself, where the default is an Arabic numeral followed by a period. You can change these defaults by choosing Footnote/Options/Note Style (see Figure 17.9).
- When the endnote screen appears with the current endnote number, you should normally press APPLE-TAB (indent, left) and then type the reference, rather than immediately typing the reference as you did with footnotes.
- You must print the entire document or the last page of a document in order to print the endnotes.

Mixing Footnotes and Endnotes

In some documents you may wish to use endnotes for bibliographic references and use footnotes for parenthetical comments. If you choose to do this, keep the default endnote settings, but change the footnote numbering style from numbers to characters (such as asterisks, number signs, and plus signs). Choose Footnote/Options/Footnote Numbering, click on the characters button, click on OK, click on Note Style in the Footnote Options dialog, click after the asterisk (*) in the box

labeled Note Characters in the Note Style dialog, and type # + (to add # and + to the asterisk * footnote character); see Figure 17.9. Now click on OK twice to return to your document.

WordPerfect will indicate the first footnote with an asterisk (*), the second with a number sign (5), the third with a plus (+), the fourth with two asterisks (**), the fifth with two number signs (##), etc.

Changing Note Style

You can change not only the note characters but also the note style. For example, if you want to change the endnote "in note" style from the default, [Note#], that looks like this:

3. Cary Compton, Caring for Your Computer, The Cajon Company, San Diego, 1988.

to a new "in note" style [SprScrpt][Note#] that looks like this:

[3]**Cary Compton, Caring for Your Computer, The Cajon Company, San Diego, 1988.** you would follow these steps:

Step 1. Choose Footnote/Options.

Step 2. From the Footnote Options dialog (or, if you have version 2.1, from the Footnote options side menu), choose Note Style.

WordPerfect displays the Note Style dialog shown in Figure 17.9.

Step 3. Press TAB three times to move the highlight bar to the box labeled "in note" under the heading Endnote Style String.

Step 4. Press CONTROL-**S** to access the Help menu under the S words, type **up** to move the highlight bar in the Help menu to Superscript, and press RETURN.

WordPerfect inserts [SprScript] into the "in note" box.

Step 5. Press CONTROL-**F** to access the Help menu under the F words, press **o** twice to move the highlight bar to Footnote Create, and press Return.

WordPerfect inserts [Note] (not [Note#]) into the input box. If you select Endnote Create (which may seem more logical) instead of Footnote Create, WordPerfect will produce an error tone and refuse to insert the [Note] code.

Step 6. Click on OK in the Note Style dialog, and click on OK again in the Footnote Options dialog.

From this point on in your document, the endnote style will be [SprScrpt][Note#].

Creating footnotes and endnotes for research papers and lengthy reports is painless, using the WordPerfect footnote features.

SELF-TEST

1. Briefly describe the function of each of the Footnote menu items:

   Create: _____

   Edit: _____

   Options: _____

   Renumber: _____

   Endnote Create: _____

   Endnote Edit: _____

2. List the steps required to change the footnote style in the text from superscript numbers to normal numbers in parentheses, e.g., to this (2) instead of this[2].

3. List the steps required to print a line across the page (rather than a short 2-inch line) for separating the document text from the footnotes.

Chapter 18

Creating Tables and Formulas

LAYING IT OUT ON THE TABLE: MAKING TABLES

KEEP THOSE CHARACTERS IN LINE: TAB ALIGN
- Assigning a Keyboard Command to Tab Align
- Typing the Table
- Changing the Alignment Character

DEVELOPING A FORMULA: SUBSCRIPTS AND SUPERSCRIPTS
- Subscripts
- Superscripts

NUCLEAR POWER: MULTILEVEL EQUATIONS
- The Overstrike Method
- The Half-Line (Space-Fill) Method
- The Overstrike Method Versus the Half-Line Method
- Using Advance Up and Advance Down

SELF-TEST

Lengthy reports and manuscripts often contain tables, charts, and formulas. Typing tables, charts, and formulas will never be the same again. WordPerfect's ability to change tabs, adjust margins, align decimals, and edit data simplifies making tables and charts. And WordPerfect's ability to handle superscripts and subscripts simplifies typing formulas.

LAYING IT OUT ON THE TABLE: MAKING TABLES

This doesn't mean that making tables requires no thought at all. It just means that you can let WordPerfect do most of the hard work. For best results in making and editing a table, we suggest the following guidelines:

- Plan the position of each item in the table heading; then clear the old tab stops and set new tab stops at those heading positions.

  For example, if you are making a table that lists the new books available at Ocean Breeze Bookstore, the table headings might be Title, Author, Cat. No. (catalog number), and Price. The Title and Author headings will require wider columns than Cat. Num. and Price, therefore the tab stops for those headings will have to be farther apart. If necessary, reset the left and right margins or change the pitch to accommodate the headings.

- To make horizontal lines, move the cursor to the beginning of the line, set the underline style to continuous (by choosing Style/Underline Style and clicking on the Continuous Single button), set the style to underline (by choosing Style/Underline or by pressing APPLE-U), and then press TAB one or more times to create the line.

  This is preferred over simply typing underline characters (__) or dashes (-), which, because they are narrower than most alphabetic characters, will create a line that is too short when proportionally spaced fonts are used. (Most Apple LaserWriter fonts are proportionally spaced, for example.)

- Use TAB, not SPACE BAR, to space between heading items.

  Using TAB ensures that the heading positions are correct even if you use proportional spacing or if you later change the tab stops.

- Set a new tab stop for each column of data in the table body.

  Note that the data columns generally do *not* start at the same positions as the column headings. You can easily determine the

position of tab stops for the table body from the locations of your table headings. Just put the cursor on the heading line, use the RIGHT ARROW and LEFT ARROW keys to move the cursor to the desired position of each column, and read the **Pos** value in the document window status line.

- Type the table data.

  Select Apple/Help/Tab Align (or CONTROL-**T**, RETURN) preceding numbers containing a decimal point (such as financial or scientific data), and press TAB preceding other kinds of data or labels. (Eventually, you will want to assign a simple keyboard command for Tab Align, to avoid the complicated menu-selection process.)

- Edit the table.

  You may want to change tab stops, modify the margins, etc., to make the table more effective or more attractive.

KEEP THOSE CHARACTERS IN LINE: TAB ALIGN

The Tab Align command works like any other Tab (as if you had pressed the TAB key), except that the characters typed from the keyboard are automatically positioned on the screen to keep the Tab Align character at the tab stop. For example, if a tab stop is at position 15, and you select Apple/Help/Tab Align (or press CONTROL-**T**), the cursor jumps to position 15, and then, when you type **$99.95**, the $99 moves to the left of position 15, the period (.) stays at position 15, and the 95 moves to the right of position 15.

Assigning a Keyboard Command to Tab Align

Before using the Tab Align command, you should create a user-defined keyboard equivalent for the Tab Align menu selection process. Follow these steps to assign a keyboard equivalent to the Tab Align command:

Step 1. From within WordPerfect, choose Apple/Help/Tab Align (or press CONTROL-**T**, which opens the help window and highlights Tab Align).

Step 2. Press OPTION-**T**.

The letter T appears to the right of Tab Align in the Help window. You may assign any OPTION or APPLE keyboard command to Tab Align, but we will assume in the discussion below that you have selected OPTION-**T**, as shown in Figure 18.1.

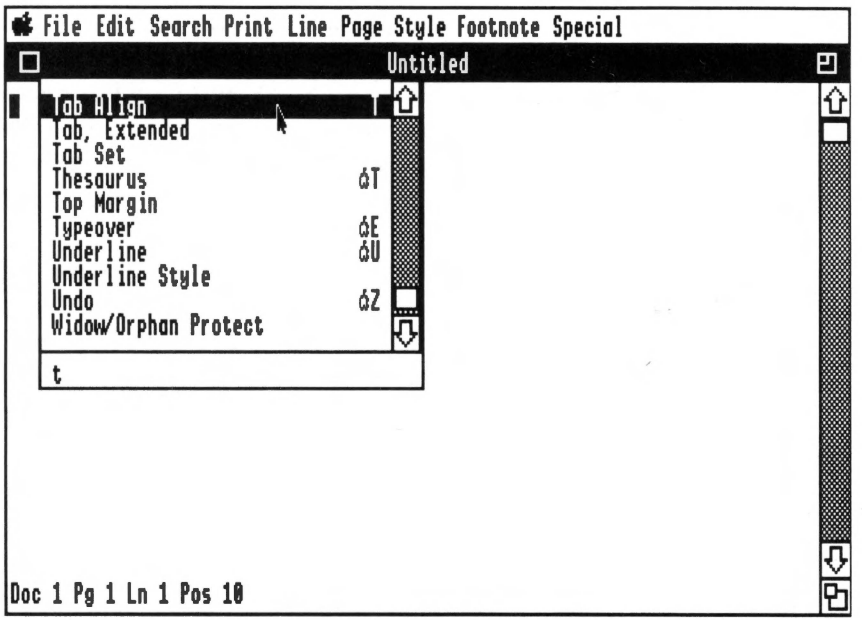

Figure 18.1 Assigning a keyboard equivalent (OPTION-T) to the Line/Tab Align feature.

Step 3. Press CLEAR (or ESC) to exit the Help window and return to the document.

Typing the Table

To demonstrate the use of the principles given above, we will type the table shown in Figure 18.2. Clear the WordPerfect screen (choose File/Close and click on No and No again), then follow these steps to type the table:

Step 1. Create the title for the table:

Choose Line/Center, choose Style/Bold, press CAPS LOCK, type **NEW BOOKS**, and release the CAPS LOCK. Press RETURN twice, choose Line/Center, and type **at Ocean Breeze Bookstore**.

Step 2. Press RETURN twice to doublespace between the title and the horizontal line.

Step 3. Choose Line/Tab Set to display the Set Tabs dialog shown in Figure 18.3.

Step 4. Click on the tabs position 0 (the left edge of the tabs box) and press APPLE-RIGHT ARROW.

NEW BOOKS

at Ocean Breeze Bookstore

Title	Author	Cat. No.	Price
Zookeeper's Handbook	Foster Wilde	3812	48.25
Computers on Parade	Rowland Compton	4111	8.95
Encyclopedia of Computers	Noah Ahl	8267	117.50
Physical Conditioning	B. Moore Hardy	0689	8.95
How to Play Master Chess	Chester Knight	9248	21.95
Marching Bands in America	Drummond Fife	5428	18.88
How to Pray	Neil Downey	1432	12.95

Figure 18.2 A sample table (New Books at Ocean Breeze Bookstore) that demonstrates the Tab/Tab Align feature using the period key as the alignment character.

This deletes all of the current tab settings.

Step 5. Double-click at positions 10 and 37 to set those positions as tab stops.

This puts a T above those positions in the tab setting window.

Note: When you click on a number, place the point of the arrow on the left edge of the number rather than on the number itself.

Step 6. Click on the right scroll symbol (>) twice to move the display to higher tab setting numbers, and then double-click at positions 52, 62, and 67. Click on OK to leave the Tab Setting window.

If you accidentally create a tab stop at the wrong position, double-click on the incorrect tab stop position to erase it (or click and then press DELETE) and then double-click on the correct position.

Step 7. Choose Style/Underline Style, click on the button next to Continuous Single, and then click on OK.

This causes underlining to print continuously through spaces and tabs.

Step 8. Choose Style/Underline and press TAB four times.

This creates a line that forms the top of the body of the table.

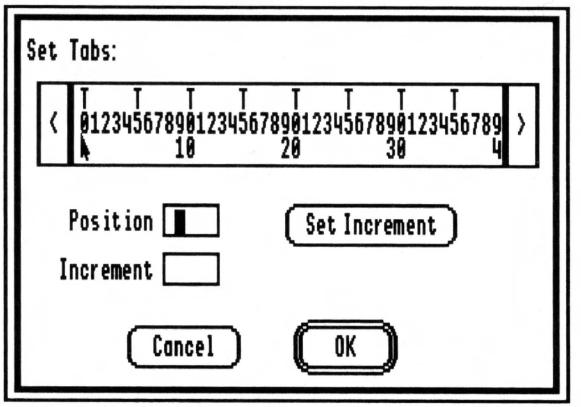

Figure 18.3 The Set Tabs dialog, which specifies the location of tab stops for the Line/Tab Align feature.

Step 9. Press RETURN to go down one line. Type **Title** and press TAB (to move to position 37); type **Author** and press TAB (to move to position 52); type **Cat. No.** and press TAB (to move to position 62); type **Price** and press RETURN; press TAB four times (to create another horizontal line); and press RETURN.

Step 10. Choose Line/Tab Set, click on the scroll right symbol (>) twice, delete the tab stops at 52 and 62 (by clicking twice on each of them), and set tab stops at 54 and 64 (again by clicking twice). Then click on OK.

Step 11. Type **Zookeeper's Handbook** and press TAB; type **Foster Wilde** and press TAB; and type **3812**.

Now you are ready to type the price of the first book. However, notice that in the Price column, all the decimal points must be aligned; the WordPerfect Tab Align feature makes decimal alignment automatic.

Step 12. Press OPTION-**T**.

The cursor jumps to the next tab stop (at Pos 64) and displays the message (at the bottom of the screen)
Align Char =.
indicating that the current align character is a period (decimal point). As you type the number, each digit will appear to the *left* of the tab stop until you press the decimal point, then each digit will appear to the *right* of the tab stop.

Step 13. Type the number **48.25** slowly to see how the tab align works.

The digits 4 and 8 move left from the cursor as you type; the decimal point appears at the cursor position (Pos 69); and the digits 2 and 5 move with the cursor to the right.

Step 14. Type the rest of the body of the table in the same manner, pressing the TAB key for the second (Author) and third (Cat. No.) columns and pressing the OPTION-**T** (Tab Align) command for the fourth (Price) column.

Step 15. Underneath the last row of data, make another line by choosing Style/Underline (or pressing APPLE-**U**) and pressing TAB four times.

Step 16. Save the table to the disk using the filename **TABLE**.

To save the file as Table, press APPLE-**S** (Save As), type **table**, and press RETURN.

This completes the procedure for typing a table or chart. You may apply the same principles used here to create your own tables and charts.

Changing the Alignment Character

Since the major use of the align function is in formatting financial and other numeric data, the default alignment character is the decimal point. However, you can choose any alignment character you want by choosing Line/Alignment Character (or pressing APPLE-**A**) and then entering the desired character in the Set Alignment Character dialog (shown in Figure 18.4). The alignment character stays the same from that point on until you reset the character or clear the screen.

Figure 18.5 gives example lists using three different align characters. The list of authors uses the SPACE as the alignment character, the list of books and authors uses the slash (/) as the alignment character, and the list of equations uses the equal sign (=) as the alignment character.

To type these examples, you would do the following:

- Select the new alignment character.
- Set a tab stop at the position of alignment (in the case of Figure 18.5, it is Pos 40).

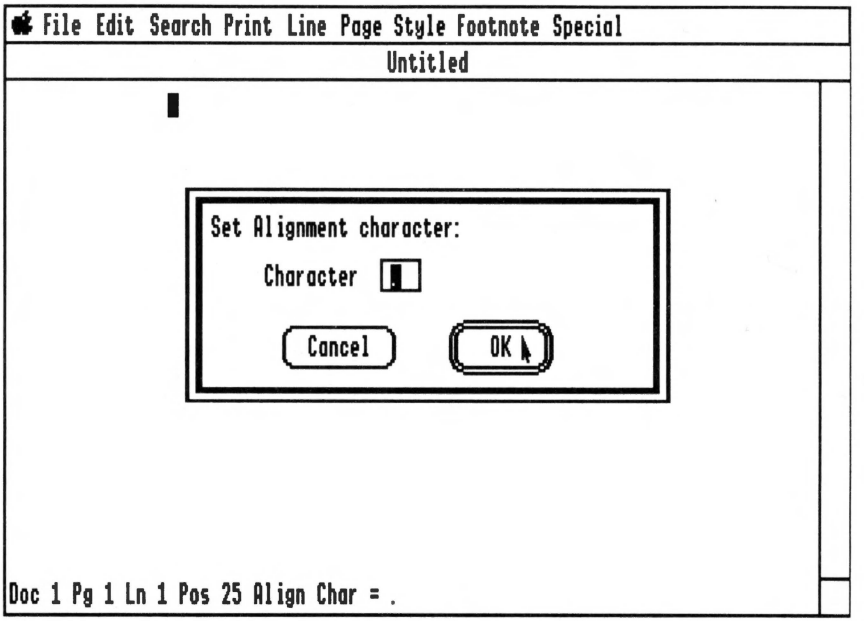

Figure 18.4 The Set Alignment Character dialog, which appears when you choose Line/Alignment Character and allows you to change the alignment character for the Line/Tab Align feature.

- Press OPTION-**T** (you must have set OPTION-**T** as the keyboard equivalent of Apple/Help/Tab Align, as instructed in the section above, "Assigning a Keyboard Command to Tab Align") to move the cursor to that tab stop.
- Type the text or formula.

As you type, WordPerfect automatically keeps the alignment characters in the same column position.

DEVELOPING A FORMULA: SUBSCRIPTS AND SUPERSCRIPTS

Many lengthy technical reports contain mathematical, statistical, chemical, and nuclear formulas that are difficult to type because they often contain Greek letters, special symbols, subscripts, and superscripts. WordPerfect for the Apple IIGS can handle some—but unfortunately not all—of these difficulties.

Subscripts

For example, in the chemical equation for rusting (the oxidation of iron to iron oxide) shown in Figure 18.6, Item A contains subscripts (characters that must appear *below* the level of other characters). Follow these steps to type this equation using WordPerfect's subscript feature:

```
                    Noah Ahl
                Rowland Compton
                Chester Knight

     Zookeeper's Handbook / Foster Wilde
      Computers on Parade / Rowland Compton
Encyclopedia of Computers / Noah Ahl

                A + B = C + D
                    R = 4.5
            3X + 5Y + Z = 0
```

Figure 18.5 A sample list showing three alignment characters: SPACE, slash (/), and equal sign (=).

Step 1. Clear the screen, and start the equation by typing **4Fe + 30** (leave two spaces before and after the "+"). The cursor is now at the position of the first subscript.

Step 2. Press OPTION-DOWN ARROW (or choose Style/Subscript) and press **2**.

A lowercase s appears on the status line, indicating that the next character to be typed (in this case, **2**) will be subscripted. Pressing **2** creates the actual subscript; however, it does *not* appear below the normal text line on the screen but appears as a subscript only when printed. Subsequent characters will be on the main line; the subscript function affects only one character. (If Style/Subscript is used with the block command, the whole block is superscripted or subscripted.)

Step 3. Press the SPACE BAR twice, then type a dash (-) and the greater-than sign (>).

This simulates a right arrow (the chemical reaction "yield" sign).

Step 4. Finish typing the chemical formula, using the subscript function where required.

After you have finished typing the chemical equation, print the result by choosing Print/Print. (Since some printers do not support subscripts and superscripts, you should check to make sure your printer supports them.) Do not use proportional spacing when printing scientific, mathematical and statistical equations.

Superscripts

To make a superscript (characters that must appear *above* the level of other characters), follow the same steps as those for making a subscript, except choose the Style/Superscripts feature instead.

NUCLEAR POWER: MULTILEVEL EQUATIONS

We will demonstrate two different methods for typing nuclear or other multilevel equations: the overstrike method and the half-line method. You will learn the overstrike method by typing the nuclear equation shown in Figure 18.6, Item B, and the half-line method by typing the nuclear equation shown in Figure 18.6, Item C.

The difficulty in typing nuclear or other multilevel formulas is that the superscripts and the subscripts occupy the same position on the line. In this example, you will solve this problem by typing a superscript character and then overstriking the same position with the subscript character.

A. $4Fe + 3O_2 \rightarrow 2Fe_2O_3$

B. ${}^{238}_{92}U \rightarrow {}^{4}_{2}He + {}^{234}_{90}Th$

C. ${}^{234}_{90}Th \rightarrow {}^{0}_{-1}e + {}^{234}_{91}Pa$

Figure 18.6 Sample formulas. Item A uses the Style/Subscript feature; Item B uses the Style/Overstrike feature; and Item C uses the Line /Spacing feature.

The Overstrike Method

The overstrike method utilizes the keyboard commands OPTION-DOWN ARROW (subscript), OPTION-UP ARROW (superscript), and APPLE-**O** (overstrike) to create nuclear formulas. Clear the screen, then type the formula in Figure 18.6, Item B, by following these steps:

Step 1. Press OPTION-UP ARROW, **2** to generate the superscript 2 in 238. Then, press OPTION-UP ARROW, **3** to generate the superscript 3 in 238.

Step 2. Press APPLE-**O** to insert the [Ovrstk] code into the document.

This code tells WordPerfect that the next character should print at the same horizontal position as the previous character, hence the subscript 9 in 92 will print just below the superscript 3 in 238.

Step 3. Press OPTION-DOWN ARROW, **9** to generate the subscript 9 in 92.

Since the superscript 3 and the subscript 9 have the same column position, you can see only the 9 on the screen; however, both will appear when you print the document.

Step 4. Press OPTION-UP ARROW, **8**, APPLE-**O**, OPTION-DOWN ARROW, **2**, **U** to complete the formula for U-238.

The screen shows 292U.

Step 5. Finish typing the nuclear formula as it appears in Figure 18.6, Item B. Use the OPTION-UP ARROW (superscript), OPTION-DOWN ARROW (subscript), and APPLE-**O** as needed.

If you desire, print the formula.

The Half-Line (Space-Fill) Method

The second approach to creating nuclear formulas or other multilevel equations involves the half-line (or space-fill) method. The half-line method involves setting the line space to half-line (.5) and then typing the superscripts one half-line above the main characters and the subscripts one half-line below the main characters. The superscripts and subscripts show up on the screen as a full line above or below the main line but will appear in the correct position when the document is printed.

Type the formula shown in Figure 18.6, Item C, using the half-line (or space-fill) method by following these steps:

Step 1. Choose Line/Spacing, click on the box labeled .5 to set the spacing to half-line, and click on OK.

Step 2. Press SPACE and hold it down (to repeat) until the cursor is at position 50 (as indicated by Pos 50 on the status line). Then press RETURN.

Step 3. Repeat step 2 twice, to make two more lines filled with space.

Step 4. Use the arrow keys to position the cursor where you want the T in Th in Figure 18.6, Item C.

The cursor should be, for example, on line 7.5 (if your first blank line was line 7) and at Pos 23.

Step 5. Type **Th -> e + Pa** (the main line of the equation).

Be sure to leave enough space in front of each item to type the subscripts and superscripts.

Step 6. Use the arrow keys to move the cursor to the T in Th, and then press UP ARROW (to move the cursor to the line above—actually a half-line step); press the LEFT ARROW three times (to move the cursor three spaces before the T, and type **234**.

This creates a superscript 234 when the document is printed, but it appears a full line above the Th in the document window.

Step 7. Use the arrow keys to position the cursor on the proper half-line and in the proper column to type the other superscripts and subscripts.

You may now print the document in the window to see how the nuclear formula looks on paper. If your printer does not support half-spacing (fortunately most printers do), the equation will not look quite right.

The Overstrike Method Versus the Half-Line Method

The half-line method is usually faster and neater than the overstrike method. It is a necessity, in fact, for typing complicated equations. With some dot matrix printers, however, the overstrike method generates true superscript and subscript characters, which are smaller than normal characters and which sometimes make the overall equation more readable. (On the other hand, the smaller characters may sometimes be less legible, depending on your printer.) Figure 18.6 was generated using a letter-quality printer (a LaserWriter Plus with Courier font), so the superscripted and subscripted letters are all normal size.

Using Advance Up and Advance Down

In reality, WordPerfect supports a third (and often the best) method for typing formulas: the Advance Up and Advance Down method. The major problem with this method is that many printers do not support Advance Up (which to the printer is equivalent to a reverse scroll). We will demonstrate this method by again typing equation C in Figure 18.6:

Step 1. Clear the screen (by clicking on the close box and pressing **N** twice).

Step 2. Type **234** (the superscript prefix) and choose Style/Advance Down.

WordPerfect displays **Adv dn 0.5** on the status line at the bottom of the screen.

Step 3. Type **Th**, press SPACE BAR twice, type **->** (the reaction arrow), press SPACE BAR three times, and choose Style/Advance Up.

WordPerfect removes the **Adv dn 0.5** message from the screen.

Step 4. Type **0** (zero) and choose Style/Advance Down.

Step 5. Type **e** and press SPACE BAR twice; type + and press SPACE BAR twice; choose Style/Advance Up; type **234** and choose Style/Advance Down; type **Pa** and choose Style/Advance Up.

The text appears on the screen as
234Th -> 0e + 234Pa

Step 6. Press RETURN, press SPACE BAR until the cursor is under the **3** in **234**, and type **90**. Continue to press the SPACE BAR and, in the proper locations, type **-1** and then **91**.

The text appears on the screen as
234Th -> 0e + 234Pa
90 -1 91
but appears on the printed page like equation C of Figure 18.6.

Through the use of half-lines, superscripts, subscripts, advance up, advance down, and overstrike, you can type almost any type of scientific or mathematical equation.

SELF-TEST

1. What are two methods for typing mathematical or scientific equations? _____ and _____.

2. What are the keyboard equivalents of the following:

   Style/Superscript: _____

   Style/Subscript: _____

   Overstrike: _____

Chapter 19

Multiple Documents and Windows

TWO FOR THE PRICE OF ONE: MULTIPLE DOCUMENTS

BEING IN TWO PLACES AT ONCE: WINDOWS
- Showing Two Windows at Once
- Moving Between Windows
- Resizing Windows
- Removing Windows

OLD WINE IN NEW BOTTLES: DOCUMENT ASSEMBLY
- Document Assembly
- Seeing Two Parts of the Same Document

SELF-TEST

Multiple document editing can be as valuable for working with related documents as owning more than one car is for handling the transportation needs in a family. And windows can be as valuable in editing certain documents as a rear-view mirror is when driving those cars. Multiple documents and windows are more than just WordPerfect frills; they are convenient and practical vehicles for the productive writer.

TWO FOR THE PRICE OF ONE: MULTIPLE DOCUMENTS

For example, suppose you have typed part of a report, as shown in Figure 19.1, and you now want to include extracts from that report in a letter. Multiple document editing is the ideal vehicle for this process because it allows you to quickly move text between two or more documents. Just follow these steps to work with two documents at once:

Step 1. Get into WordPerfect and clear the screen; then type the document shown in Figure 19.1 and save it to the disk, using the filename GOALS.OBB (Goals—Ocean Breeze Bookstore). This report is now Document 1, as indicated by **Doc 1** at the bottom of the screen on the status line.

Step 2. Choose File/New to create a new document.

WordPerfect presents a new blank screen, with the name **Untitled** in the title line and with **Doc 2** on the status line. Your task now is to use information from Document 1 (part of the report) to write Document 2, a letter to a potential customer, the final version of which is shown in Figure 19.2.

Step 3. Type the date, inside address, salutation, and first sentence for the letter shown in Figure 19.2.

Step 4. Switch back to Document 1 by choosing File/Switch Documents, typing **1** in the dialog box (shown in Figure 19.3), and pressing RETURN.

Step 5. Select (highlight, using the Block On feature) the text starting with the T in the line that starts *The Ocean Breeze Bookstore philosophy is . . .* and ends with the phrase . . . *best prices possible.* at the end of Figure 19.1.

Refer to Chapter 11, "Moving Text: Cut-and-Paste and Block Operations," if you do not know how to use the Block On feature.

Company Philosophy

The Ocean Breeze Bookstore philosophy is summarized in two words--quality service--and is demonstrated by the following company goals which were established at the time of organization:

- A clean, attractive, well organized salesroom.
- A large inventory of quality books and magazines.
- Knowledgeable, enthusiastic employees.

Through this quality service, Ocean Breeze Bookstore maintains a loyal clientele, benefits from volume sales, and continues to give customers the best prices possible.

Figure 19.1 Company goals saved as Goals.OBB.

November 10, 1988

Ms. Teresa Alvarez
888 Manzana Street
La Jolla, CA 92122

Dear Ms. Alvarez:

Thank you for your inquiry and comment about Ocean Breeze Bookstore. The Ocean Breeze Bookstore philosophy is summarized in two words--quality service--and is demonstrated by the following company goals which were established at the time of organization:

- A clean, attractive, well organized salesroom.
- A large inventory of quality books and magazines.
- Knowledgeable, enthusiastic employees.

Through this quality service, Ocean Breeze Bookstore maintains a loyal clientele, benefits from volume sales, and continues to give customers the best prices possible.

We hope you enjoy our store.

Sincerely,

Reed A. Page
Manager

Figure 19.2 Letter to a potential customer completed by moving text from another document (Goals.OBB).

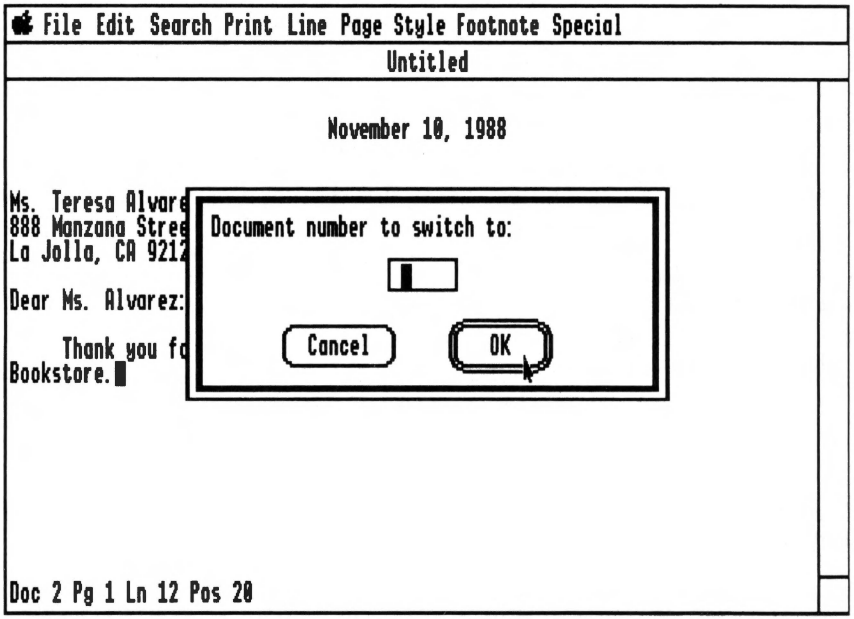

Figure 19.3 The Document number to switch to dialog that appears after you choose File/Switch and that allows you to switch from one document to another.

Step 6. Choose Edit/Copy (or press APPLE-**C**) to copy the selected text, then click on the screen outside the highlighted block (to turn the block *off*).

Step 7. Switch back to Document 2 by choosing File/Switch Documents, typing **2**, and pressing RETURN.

WordPerfect now displays Document 2, the beginning of the letter to Ms. Alvarez.

Step 8. Move the cursor to the end of the first sentence (after . . . *about Ocean Breeze Bookstore*), press SPACE twice (to insert two spaces), and choose Edit/Paste (or press APPLE-**V**).

The text from the report is inserted (pasted) into the new letter.

Step 9. Finish typing the letter as shown in Figure 19.2 by moving the cursor to the end of the text, pressing RETURN twice, pressing TAB, and typing the final sentence and the salutation.

Save the letter to the disk using the name ALVAREZ.LET.

Even if you are not going to transfer text from one document to another, the multiple document feature of WordPerfect is still helpful when you want to refer to one document while typing another. For example, while writing this book, we frequently typed the book text in Document 1 while referring to a figure in Document 2. In fact, as we are typing this chapter, the main manuscript is Document 1 and Figure 19.2 (the letter to Teresa Alvarez) is Document 2, for easy reference.

BEING IN TWO PLACES AT ONCE: WINDOWS

WordPerfect not only lets you work with two or more documents at once but also lets you *see* two or more documents at once. We will demonstrate this by continuing with the previous example. With the file GOALS.OBB on the screen as Document 1 and the ALVAREZ.LET as Document 2, do the following:

Showing Two Windows at Once

Step 1. Make GOALS.OBB the active document.

If necessary, choose File/Switch Documents, type **1**, and press RETURN.

Step 2. Drag on the size box (in the lower right corner of the document window) until Document 1 covers only the top half of the screen.

WordPerfect will not allow you to make the document window too small, so don't try to force the window smaller than about half of the screen.

Step 3. Choose File/Switch Documents, type **2**, and press RETURN to deactivate Document 1 (GOALS.OBB) and activate Document 2 (ALVAREZ.LET).

Step 4. Repeat step 2, but this time resize Document 2 to cover the upper half of the screen.

Step 5. Now drag on the title bar of Document 2 to position the window in the lower half of the screen.

Your screen will now appear something like Figure 19.4.

Now you can edit Document 2 while you are viewing part of Document 1, or vice versa.

Moving Between Windows

WordPerfect provides two (or three, if you have WordPerfect version 2.1) methods for switching the cursor from Document 2 to Document 1 (and vice versa):

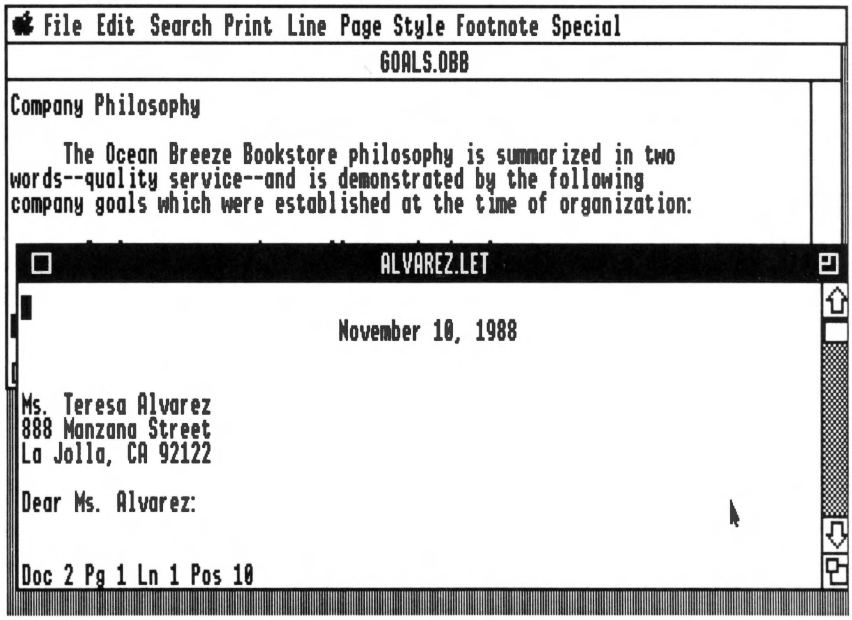

Figure 19.4 Viewing two document windows at once.

- Choose File/Switch Documents, type the document number of the document you want active, and press RETURN (or click on OK).

  This is the only way of switching documents with WordPerfect version 2.0 if the document window covers the entire screen.

- Click on any part of the inactive window.

  This method assumes that some of the window of the inactive document is in view. You may click on any part of the text window, the document title bar, or the document status line.

- If you have WordPerfect version 2.1 or later, choose Window (from the main menu) and then select the name of the file you want active.

Resizing Windows

WordPerfect also provides two methods for resizing a document window:

- Drag on the size box (in the lower right corner of the window), just as you did to adjust the size previously.

- Click on the zoom box (in the upper right corner of the screen).

  If the window is smaller than full size, clicking the zoom box resizes it to full size; if the window is full size, clicking the zoom box returns the window to its previous (smaller) size.

Removing Windows

To remove windows from the screen, do one of the following:

- Choose File/Close (or press OPTION-**C**) and then answer the subsequent dialog boxes to save the document (if desired) and to exit the document.
- Click on the close box (in the upper left corner of the window, on the title bar) and then answer the subsequent dialog boxes.

OLD WINE IN NEW BOTTLES: DOCUMENT ASSEMBLY

An excellent use of multiple document editing and windows is *document assembly*, whereby you can write standard (but individualized) letters from pre-written ("canned") sentences and paragraphs.

Document Assembly

For example, Figure 19.5 contains a compilation of sample paragraphs used in correspondence with the clients of the Ocean Breeze Bookstore. The bookstore secretaries keep this on file under the name PARTS.LTR (Parts of a Letter).

Figure 19.6 shows a skeletal letter that the secretaries keep on file under the name LETTER.FRM (Letter Form).

To respond to a customer's inquiry, the secretaries assemble the two documents, following these steps:

Step 1. Start WordPerfect and make sure all windows are clear.

Step 2. With Document 1 window active, retrieve LETTER.FRM.

You can retrieve the document by choosing File/Retrieve and typing the volume (if necessary) and filename of the document, or by choosing File/File Management, displaying the list of files on the appropriate disk, and clicking on Retrieve.

Step 3. Choose File/New to create a new document window; then retrieve PARTS.LTR into that window.

Now both documents are in memory.

Step 4. Resize the two windows, as explained above, so that some of each window is showing on the screen.

Thank you for your recent letter.

Thank you for your recent inquiry concerning the book

This book is not in stock at this time. If you wish to order the book, please fill out the accompanying order form and return it to us with a $2.00 deposit. Be sure to include your complete name, address, and zip code. We will notify you by post card when the book arrives.

This book is currently out of print and therefore we are unable to complete your order. We are returning your $2.00 deposit.

This book is currently out of print, but a new printing is scheduled in the near future. Unless you notify us otherwise, we will keep the book on back order and notify you when it arrives.

We apologize for selling you a defective book. You are welcome to exchange it for the same title, to receive credit on any other book or merchandise in the store, or to obtain a full refund.

Figure 19.5 Sample paragraphs used in correspondence with the clients of the Ocean Breeze Bookstore.

February 10, 1989

Dear :

Sincerely,

Reed A. Page
Manager

Figure 19.6 The skeletal letter that is used for handling customer inquiries.

Step 5. Activate Document 2 (PARTS.LTR) by clicking on the window. Use the mouse to select (highlight) the sentence or paragraph that you want included in the letter.

For example, select the sentence that begins *Thank you for your recent inquiry . . . .*

Step 6. Choose Edit/Copy (or press APPLE-**C**).

Step 7. Click on any part of Document 1 (LETTER.FRM) to activate it, then move the cursor to the location in the letter where you want to place the sentence.

Step 8. Choose File/Paste (or press APPLE-**V**).

The selected sentence from PARTS.LTR is inserted into LETTER.FRM.

Step 9. Continue adding sentences and paragraphs to the letter by switching to Document 2, selecting text and using Edit/Copy, switching back to Document 1, and using Edit/Paste again to insert the text.

Step 10. Once the letter is complete (in Document 1 window), save the letter to the disk by choosing File/Save As or pressing APPLE-**S** and typing the new filename (e.g., JONES.LET); do *not* use the Save command, since your new letter would overwrite the original LETTER.FRM).

This procedure is faster and more accurate than typing a new letter every time you need to respond in a similar way to a number of clients. We will show you an even faster and smoother procedure for assembling a document in Chapter 23, "Automating Letters and Contracts."

Seeing Two Parts of the Same Document

You can also use Windows to see two widely separated parts of the same document at the same time. But this requires a little trick: You must make Document 1 and Document 2 the *same* document. Do it as follows:

Step 1. With the WordPerfect windows clear, retrieve your document from the disk.

For example, you could retrieve PARTS.LTR by choosing File/Retrieve (or pressing APPLE-**R**) and typing the name of the file.

Step 2. Choose File/New to open another document window, then retrieve the *same* document (e.g., PARTS.LTR) from the disk again.

Now you have two separate copies of the same document in your computer.

Step 3. Use the size box (in the lower right corner of the window) of each document to adjust the size of each window. Move one (or both) of the documents on the screen so that parts of both documents are in view.

Now you are in position to move the cursor through one of the documents while viewing a fixed portion of the other. This is helpful when you want to read what you have written previously while editing another part of the document. *Caution!* We strongly urge you to *edit only Document 1* when you have two copies of the same document in memory at once, and, of course, *save only Document 1* to the disk after editing the file.

SELF-TEST

1. List the two methods for deactivating one document and activating another:

   1. _____

   2. _____

2. Explain how to display two (or more) documents on the screen at once.

   _____

   _____

3. What is document assembly? How is it useful?

   _____

   _____

Chapter 20

Macros

MACROS FOR YOUR MICRO
- What Is a Macro?
- Who Needs Macros?

RECORDING YOUR EVERY MOVE: STEPS FOR CREATING A MACRO
- Defining a Macro
- Using a Macro
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THE MIDAS TOUCH: A TYPING GLOSSARY

YOUR MACRO TOOL CHEST

MACRO LIBRARIES

CHAIN, REPEAT, AND CONDITIONAL MACROS
- Repeating Chain Macros
- Chaining Macros
- Conditional Chain Macros
- Hints on Creating Chain Macros

SELF-TEST

Don't skip this chapter just because the word "macros" sounds scary. Sure, it's a new word. Sure, it's computer jargon. Sure, it's going to take some effort to learn.

But please, read on. At least give macros a try. You may find, after you overcome your initial fears, that macros have become one of your favorite word processing tools.

MACROS FOR YOUR MICRO

Programmers have used macros for years, but hardly anyone other than computer scientists had heard of them until recently. Then along came Lotus 1-2-3, a wildly popular integrated spreadsheet, database, and graphics software package that had macros. Even though few 1-2-3 owners use macros, and even fewer understand them, the term "macros" was thrust into the vocabulary of the business world.

What Is a Macro?

A macro is a customized series of commands executed with just a few keystrokes. For example, as you write a double-spaced report or other long manuscript, you often have to insert a triple space (before and after headings, between items in a list, etc.). This requires the following sequence of commands: choose Line/Spacing, press **1**, click on OK, press RETURN, choose Line/Spacing again, press **2**, and click on OK. Wouldn't it be nice to perform only *one* command that would automatically execute those seven often-repeated operations? A WordPerfect macro could do just that.

Or suppose you work for Ocean Breeze Bookstore and have to type the phrase *Ocean Breeze Bookstore* many times a day. Wouldn't it be nice be able to execute only *one* simple command to insert the entire phrase into your document? A WordPerfect macro could do that also.

These two simple examples represent only a glimpse at the power of WordPerfect macros. We will show you many examples of more sophisticated macros in this and subsequent chapters.

Who Needs Macros?

You need macros. If you do enough word processing to need WordPerfect, macros can significantly increase your writing or typing productivity. Wouldn't you like to type an entire letterhead (your return address, today's date, and the salutation) with just one simple command? Wouldn't you like to write commonly used words, phrases, and even whole paragraphs with just one or two keystrokes? Wouldn't you like to execute all your standard specialized document features (spacing, margins, type pitch, tabs, widow/orphan protection, page number position, etc.) by pressing just a few keys?

If your answer to these questions is *no*, then you don't need macros (in which case you probably don't need a word processor either!).

But if your answer is *yes*, take a few minutes to learn how to make (define) and use macros. Once you do, you can certify yourself as a word processing expert, able to tap the full potential of writing with a computer.

RECORDING YOUR EVERY MOVE: STEPS FOR CREATING A MACRO

Macros are easy to make. You just follow four simple steps:

Step 1. Turn on WordPerfect's Macro Definition mode.

Step 2. Give your macro a name.

Step 3. Type or perform the mouse commands for whatever you want your macro to do.

Step 4. Turn off the Macro Definition mode.

Whenever you follow these four simple steps, WordPerfect memorizes exactly what you did in step 3 and is able to repeat it any time you choose.

For example, one of the useful commands that WordPerfect lacks is a keyboard function to delete text from the cursor to the *left* edge of the screen. This isn't really a deficiency, however, since you can create a macro to perform this command.

Get into WordPerfect, type a line of text (e.g., "The quick brown fox jumps over the lazy dog."), then follow these steps to define a macro:

Defining a Macro

Step 1. Turn on WordPerfect's macro definition mode by choosing Special/Macro Define, as shown in Figure 20.1, or by pressing CONTROL-**M**, RETURN. WordPerfect displays the Macro Define dialog, in which you enter the macro name (see Figure 20.2). You will be able to select from three different methods of naming macros:

- *Method 1.* The macro name consists of a valid filename (from one to fifteen characters). The first character must be a letter, but the remaining characters can be any keyboard letters, digits, or a period. After you type the macro name, press RETURN or click on OK. [If you have WordPerfect version 2.1, click on Save.] WordPerfect saves the macro defined by this method to the disk, using the filetype MAC.

- *Method 2.* The macro name consists of the APPLE or OPTION key plus an alphabetic character (A-Z), or OPTION plus a digit (0-9). When WordPerfect asks for the macro name, depress the

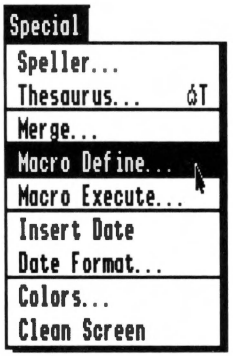


Figure 20.1 The Special/Macro Define feature that turns on WordPerfect's macro definition mode and begins the first step in creating a macro.

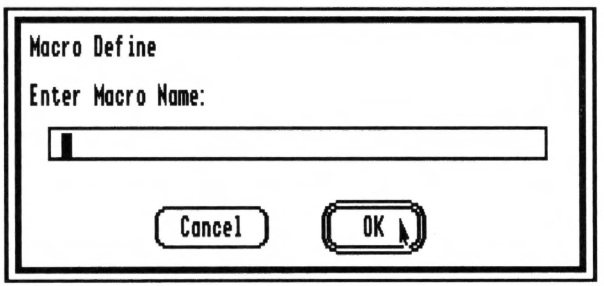


Figure 20.2 The Macro Define dialog, where you enter the name of the macro to be defined. [*Note:* If you have WordPerfect version 2.1, the Macro Define dialog is not the one pictured here but is a standard Macintosh dialog, which also displays a list of previously defined macros.]

APPLE or OPTION key and, while holding it down, press one of the 26 letters of the alphabet and then release both keys at once. Do not press RETURN. (If the APPLE or OPTION key combination is already in use as a keyboard equivalent of a WordPerfect command, the system will sound the error tone and wait for you to press a different key combination.) The APPLE or OPTION key method allows the simplest execution of a macro. It is the preferred method for frequently used macros.

- *Method 3.* The macro name consists of simply clicking on OK or pressing RETURN. A macro defined in this way is only temporary and is deleted from the disk when you exit WordPerfect.

The advantages to defining a macro in this manner are that it saves a keystroke in executing the macro and conserves permanent disk space. The disadvantage is that you can only have one macro at a time using this method.

Step 2. Give your macro a name.

Use Method 1 to define a macro that deletes from the cursor to the left margin. Type **DELFOL**, which stands for Delete to the First of the Line, and then press RETURN. WordPerfect now checks the disk to see if you have already defined a macro by that name. If you have, WordPerfect displays a window that asks:
Replace Existing File?
You should click on Yes if you want to replace the old macro with the new one, click on No if you want to keep the old macro and choose another name for the new macro, or click on Cancel if you want to abort the macro definition. Since this is the first macro you have made, WordPerfect will not display the Replace window.) Now you see the message
Macro Def
on the status line at the bottom of the screen. This is similar to turning on a tape recorder. Now WordPerfect will faithfully record every key you press and every mouse operation you make until you turn off the Macro Define.

Step 3. Type text or perform with the mouse whatever you want your macro to do.

In this example, choose Block On/Off from the Help menu (or press OPTION-**B**) to turn on Block mode. Now with Number Lock *off*, i.e., with no **N** on the status line), press the numeric keypad **5** (the WordPerfect HOME key) and press LEFT ARROW. This moves the cursor to the left edge of the line in which the cursor is located, highlighting part or all of the text on the line. Next, press DELETE and, when WordPerfect displays the Delete block? window, press **Y** (or click on Yes) to delete the block. (If you make a mistake, just go on to step 4, then go back through all four steps again to redefine the macro.) As you can see, the text from the cursor position on the line to the left margin has been deleted, while WordPerfect was recording your keystrokes.

Step 4. Turn off the Macro Define mode by choosing Special/Macro Define again.

This also saves the macro to the disk.

Congratulations! You have successfully defined your first macro, named DELFOL. As you become more familiar with the process of defining macros, you will find it fast, fun, and fantastic! (If you weren't successful in defining the macro, just start the entire procedure again—telling WordPerfect (when it asks) that you want to replace the current definition—and carefully follow the steps again.)

Using a Macro

You can use a macro in one of three ways:

- Choose Special/Macro Execute, after which WordPerfect prompts you with the Macro Invoke dialog and asks you to type the macro name; then press RETURN (or click on OK). Use this procedure to invoke a macro defined using method 1, as described above. (If you used method 3 to name the macro, which means you gave it *no* name, just press RETURN, or click on OK in the Macro Invoke window.) [If you have WordPerfect version 2.1, you do not type the macro name from the Macro Invoke dialog but rather select the macro from the list in the scroll box.]
- Choose Help/Macro Execute (or press CONTROL-**M**, press DOWN ARROW, and press RETURN). This functions in the same way as choosing Special/Macro Execute.
- Press APPLE or OPTION, and while holding it down, press the letter (or digit) corresponding to the desired macro. Use this method if you named a macro by method 2 above. This of course is the fastest and easiest way of executing a macro, but you can have a limited number of such macros on a particular disk (since many of the OPTION and APPLE commands are used as keyboard equivalents for normal WordPerfect operations).

To see how to use the DELFOL macro that you defined earlier, follow these steps:

Step 1. Type the line of text, **Macros are one of WordPerfect's most powerful features.**

Step 2. Move the cursor to the *p* in *powerful.*

Step 3. Now your task is to delete the line from the cursor to the left edge of the screen using the macro DELFOL. So choose Special/Macro Execute to obtain the Macro Invoke dialog (as shown in Figure 20.3). [*Note:* If you have WordPerfect version 2.1, the Macro

Invoke dialog is not the one pictured in Figure 20.3 but is a standard Macintosh dialog, in which you must select from a list of macro file names.]

Step 4. Type **delfol** and press RETURN (or click on OK).

That's it. If you defined the macro as described in the previous section, you should now see the cursor at the left edge of the screen with only *powerful features.* remaining on the line.

Defining and Using an Apple or Option Macro

The most frequently used macros are those defined by method 2, that is, using the APPLE or OPTION key. For example, we will define a simple but useful macro, APPLE-**Y**, which deletes an entire line of text no matter where the cursor is located. Be sure that you are in WordPerfect and that the cursor is located on a line of text in the middle of a paragraph. *Note:* If you are looking at a blank screen right now, type the following paragraph:

> **I am about to learn how to use the APPLE and OPTION keys for defining and using powerful WordPerfect macros. Never again will I need to wish WordPerfect had a particular command, because with macros I can invent (almost) any command I want.**

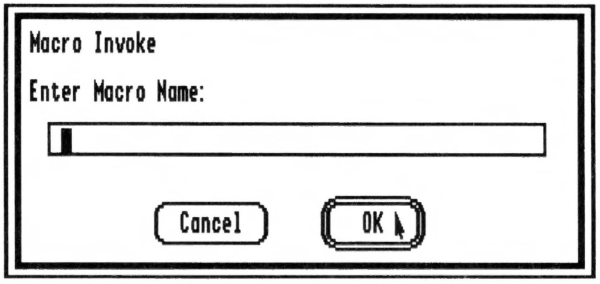


Figure 20.3 The Macro Invoke dialog, where you enter the name of the macro to be executed. [Note: If you have WordPerfect verion 2.1, the Macro Invoke dialog is not the one pictured here but is a standard Macintosh dialog, in which you must select from a list of macro file names.]

Now press the UP ARROW twice to put the cursor in the middle of the paragraph, and follow these steps:

Step 1. Choose Special/Macro Define to turn on the Macro Definition mode.

Step 2. Press APPLE-Y for the macro name.

Step 3. Define the macro by first choosing Apple/Help/Beginning of Line (Codes) to move the cursor to the left edge of the line. Next, press APPLE-RIGHT ARROW to delete the line. Finally, press DELETE RIGHT (the period key on the number pad) to delete the [HRt] (hard return) or [SRt] (soft return) code so that the text beyond the cursor will move up one line.

Step 4. Choose Special/Macro Define (again) to turn off the Macro Definition mode.

To use the macro, just press APPLE-Y. Try it. As you can see, it deletes a whole line of text, quickly and easily.

Releasing Keys for Macro Definitions

In theory you can create 62 macros (2 x 26 for APPLE and OPTION macros using letter keys + 10 for APPLE using digit keys), but in actual practice you can create only about 37, because WordPerfect for the Apple IIGS comes with 25 predefined keyboard equivalents that already occupy APPLE-(letter) and OPTION-(letter) combinations.

If you want to use an APPLE or OPTION combination that is already occupied by a keyboard equivalent, follow these steps:

Step 1. Choose Apple/Help to display the WordPerfect Help menu.

Step 2. Scroll through the list of commands until you find the one that uses the particular APPLE-(letter) or OPTION-(letter) in which you are interested.

Step 3. Highlight the chosen command and press DELETE.

The keyboard equivalent is deleted from the Help menu and can no longer be used as a keyboard command (unless it is defined again).

Step 4. Press ESC or CLEAR to exit the Help window.

These steps free up the APPLE or OPTION key combinations for use by your own defined macros. If you want to permanently delete the keyboard equivalents, save the defaults to the disk by choosing File/Defaults and clicking on OK.

Stopping a Macro

If you want to abort a macro while it is running, press CLEAR. Carefully check your text and the status line to see the current condition of your document, since prematurely stopping a macro can yield some unexpected results.

THE MIDAS TOUCH: A TYPING GLOSSARY

As a writer or typist, you can't expect everything you touch to turn to gold, but if you understand and use macros, you can type commonly used words and phrases with just the touch of a key or two.

For example, if you were assigned to write the annual report for Ocean Breeze Bookstore, you could set up a glossary of words and phrases that you would have to use over and over again throughout the report. This might be a list of your glossary:

Macro Name	Word or Phrase
OPTION-**A**	Annual Report
OPTION-**O**	Ocean Breeze Bookstore
OPTION-**R**	Reed A. Page, Bookstore Manager
OPTION-**U**	Used Books Department

If you are in charge of corresponding with customers, you could set up the following glossary of commonly used phrases and sentences:

Macro Name	Word or Phrase
NIS (Not In Stock)	The book you ordered is not in stock at this time.
OOP (Out Of Print)	The book you ordered is currently out of print.
AP (Apology)	We are sorry for any inconvenience this may have caused you.
REF (Refund)	If you would like to return the book to our store, we will be happy to give you a complete refund.

These glossary macros are just examples. You should develop your own glossary of words, phrases, sentences, and paragraphs.

YOUR MACRO TOOL CHEST

A list of helpful macros is given below. This list is not exhaustive and does not include macros that contain WordPerfect features not yet covered in this book. You will see other examples of useful macros throughout the remainder of the book.

The Macro Definition column in the following list indicates the keys to press after choosing Special/Macro Define. In these examples, we use many examples of commands from the Help menu; for simplicity, these commands are represented only by the command name itself, rather than by its entire menu selection (including pressing RETURN). For example, the Apple/Help/Block On/Off command (which can also be executed by pressing OPTION-**B**) is given as simply Block On/Off. Furthermore, if you have to click on OK, Yes, No, or some other button, we simply state the word (OK, Yes, No, etc.), rather than tell you to "click."

Macro Name	Macro Function	Macro Definition
DELFOL	Delete from cursor to first of line	OPTION-**B**, HOME (keypad 5), LEFT ARROW, DELETE, Yes
APPLE-**Y**	Delete line	Beginning of Line (Codes), APPLE-RIGHT ARROW, RIGHT ARROW, DELETE
APPLE-**W**	Delete word left	OPTION-LEFT ARROW, APPLE-DELETE
OPTION-**U**	Uppercase letter at cursor	Block On/Off, RIGHT ARROW, RIGHT ARROW, Case Convert, Upper, Block On/Off, LEFT ARROW
OPTION-**L**	Lowercase letter at cursor	Block On/Off, RIGHT ARROW, RIGHT ARROW, Case Convert, Lower, Block On/Off, LEFT ARROW

Macro Name	Macro Function	Macro Definition
OPTION-**R**	Reverse characters, e.g., change "retreive" to "retrieve"; cursor must start at first character to be reversed	Block On/Off, RIGHT ARROW, RIGHT ARROW, Edit/Cut, RIGHT ARROW, Edit/Paste, LEFT ARROW
OPTION-**X**	Delete from cursor to end of word	Block On/Off, OPTION-RIGHT ARROW, DELETE, Yes
EOS	Delete from cursor to end of sentence	Block On/Off, Go To Character, . (period), DELETE, Yes
UW	Underline current word (cursor must be on first letter)	Block On/Off, OPTION-RIGHT ARROW, LEFT ARROW, Underline, Block On/Off
BW	Boldface current word (cursor on first letter)	Block On/Off, OPTION-RIGHT ARROW, LEFT ARROW, Bold, Block On/Off
CW	Capitalize current word (cursor on first letter)	Block On/Off, OPTION-RIGHT ARROW, LEFT ARROW, Case Convert, Upper, Block On/Off
RW	Reverse order of adjacent words (cursor on first letter of first word)	Block On/Off, OPTION-RIGHT ARROW, Edit/Cut, OPTION-RIGHT ARROW, Edit/Paste
DD	Set the default disk to data disk (two-drive system)	File Management, Online, click on .D2 (or .D3), FILE MGT, Prefix, CHANGE PREFIX, OK, Exit, Exit

MACRO LIBRARIES

Unless you have changed the system prefixes, the macros defined in this chapter were saved on the /WordPerfect.Wrk disk. This has the advantage that anytime you write a document with WordPerfect, the macros are ready and waiting to be used.

But having all your macros on the /WordPerfect.Wrk disk becomes disadvantageous if you want to define a specialized set of macros that are specific to a small number of documents (such as company annual reports). Since these specialized macros are not general enough for use in all of your word processing documents, you do not want them cluttering your /WordPerfect.Wrk disk. Instead, you would like to save specialized macros on the disk containing the documents to which the macros belong. You may also wish to save your macros in a special directory (perhaps /WordPerfect.Wrk/Macros). To redirect the location for saving macros, following these steps:

Step 1. Choose File/File Manager (or press APPLE-**F**).

Step 2. Click on Prefix.

WordPerfect displays the System prefixes window.

Step 3. Click on 4/: (the macros default).

Step 4. Click on CHANGE PREFIX.

WordPerfect displays the Enter New Pathname window.

Step 5. Type the name of the new disk or new directory that you want the macros saved to and retrieved from.

From this point on, WordPerfect saves newly defined macros to that disk or directory and looks on that disk or in that directory for any macros you use.

You may wish to copy some of the general macros from your /WordPerfect.Wrk disk onto the data disk so you will have ready access to both general and specialized macros.

CHAIN, REPEAT, AND CONDITIONAL MACROS

Suppose you have typed a description of new books at Ocean Breeze Bookstore, similar to the list shown in Figure 20.4, but with fifty books instead of only five. Now, after the list is all typed, you realize that you want a different format:

- Double spacing between paragraphs.
- Unnumbered paragraphs.

- Hanging indented paragraphs.

With a list of only five books, you could probably make these revisions in a minute or two, but if you had a list of fifty books, the revisions might take ten to twenty minutes—unless you know how to do a repeating chain macro.

Repeating Chain Macros

Follow these steps to see how to write a repeating chain macro that will make the above revisions on every paragraph in your book list:

Step 1. Get into WordPerfect, make sure the screen is clear, type Figure 20.4 exactly as shown, and save it to the disk with the filename BOOKLIST.

Step 2. Move the cursor to the beginning of the document (by pressing APPLE-**1**, for example) and press DOWN ARROW three times to position the cursor on the line just above book #1; then choose Special/Macro Define, type the name **REVISE**, and click on OK.

These operations start the Macro Definition of the macro named REVISE. You could have selected any legal name or no name at all.

Step 3. Choose Search/Search, press RETURN, and click on OK (*don't* press RETURN).

We are going to search for the hard return code, [HRt], which precedes each paragraph. The cursor should now be on the left edge of the screen, to the left of *1*.

Step 4. Turn Block *on* by choosing Apple/Help/Block On/Off (or by pressing OPTION-**B**) and press OPTION-RIGHT ARROW twice.

The highlight covers the number (1.) and the spaces preceding *Wilde*.

Step 5. Press DELETE and click on Yes (or press **Y**).

The tab, number, and spaces preceding the author's name are deleted.

Step 6. Press RETURN to insert an extra [HRt] into the text.

This produces a double space between each paragraph.

Step 7. Press APPLE-TAB and then press OPTION-SPACE BAR.

The APPLE-TAB is the Indent command, and OPTION-SPACE BAR is the Margin Release. This command combination produces a hanging paragraph.

NEW BOOKS

at Ocean Breeze Bookstore

1. Wilde, Foster, Zookeeper's Handbook. This one-of-a kind volume includes animal husbandry, cage design, care of exotic species, and public relations for zookeepers.

2. Compton, Rowland, Computers on Parade. Are you having difficulty keeping up with the latest computers? This manual presents a comprehensive review of the latest machines, include computers from Apple, IBM, Compaq, Tandy, etc.

3. Hardy, B. Moore, Physical Conditioning. Written for coaches, trainers, sports managers, physical therapists, and athletes, this book provides simple step-by-step procedures for getting in shape without the use of special equipment or facilities.

4. Knight, Chester, How to Play Master Chess. Whether you are a novice or expert, Mr. Knight (an International Grandmaster) shows you the tactics and strategy for playing chess at the master level.

5. Downey, Neil, How to Pray. If your prayers are in a rut, and seem never to get past the roof of your home, read How to Pray. The book contains proven techniques for more meaningful prayers and personal spiritual development.

Figure 20.4 A sample list of new books. The chain, repeating chain, and conditional macros will make revisions on every paragraph in the book list.

Step 8. Choose Macro Execute, type **REVISE**, and click on OK.

This step is the key to the whole procedure: The macro calls itself. In other words, after the macro edits one paragraph, the macro calls itself again to edit the next paragraph, and so on until all the paragraphs have been modified. This is called a repeating chain (or recursive) macro; it repeats until a search operation yields a "Not Found" message, at which point the macro automatically terminates.

Step 9. Choose Special/Macro Define to terminate definition of the repeating chain macro.

These nine steps serve to define the macro and edit the first paragraph. Now execute the macro by choosing Special/Macro Execute, typing **REVISE**, and clicking on OK. After a few moments, all the paragraphs have been revised to the desired format (see Figure 20.5).

Repeating chain macros are among the most powerful tools available in any word processor. Once you catch on to their use, you will become totally addicted to using them and wonder how you ever survived without them.

The following is another simple (but very useful) repeating chain macro called U2B, for converting all the underlined text in a document to boldface text. Suppose you decide, for example, that the book names in Figure 20.4 should be boldfaced instead of underlined. You cannot simply replace underline codes [U] with bold codes [B] (since there is no way to replace the End Underline [u] with the End Bold [b]), so you have to create a repeating chain macro:

Step 1. Move the cursor to the beginning of the document (Figure 20.4), choose Special/Macro Define, type **U2B**, and click on OK.

Step 2. Choose Search/Search, click on Forward (whether it is currently selected or not), press APPLE-**U** (to produce the underlining code [Undrln]), and click on OK (*don't* press RETURN).

The cursor moves to the first letter of *Zookeeper* and to the right of the (invisible) [U] code.

Step 3. Choose Search/Search and click on OK to find the end underline code [u].

Step 4. Press SHIFT-**6** to insert the circumflex character (^) to mark the end of the underlined text.

If your text contains circumflex characters, you may want to use a different character, such as a tilde (~).

NEW BOOKS

at Ocean Breeze Bookstore

Wilde, Foster, Zookeeper's Handbook. This one-of-a kind volume includes animal husbandry, cage design, care of exotic species, and public relations for zookeepers.

Compton, Rowland, Computers on Parade. Are you having difficulty keeping up with the latest computers? This manual presents a comprehensive review of the latest machines, include computers from Apple, IBM, Compaq, Tandy, etc.

Hardy, B. Moore, Physical Conditioning. Written for coaches, trainers, sports managers, physical therapists, and athletes, this book provides simple step-by-step procedures for getting in shape without the use of special equipment or facilities.

Knight, Chester, How to Play Master Chess. Whether you are a novice or expert, Mr. Knight (an International Grandmaster) shows you the tactics and strategy for playing chess at the master level.

Downey, Neil, How to Pray. If your prayers are in a rut, and seem never to get past the roof of your home, read How to Pray. The book contains proven techniques for more meaningful prayers and personal spiritual development.

Figure 20.5 The sample list of new books after the revisions have been made using chain, repeating, and conditional macros.

Step 5. Choose Search/Search, click on Backward, and click on OK to return the cursor to the first of the underlined text.

Step 6. Press OPTION-**B** (to turn Block *on*) and press SHIFT-**6** (^).

The underlined text is selected (highlighted).

Step 7. Press APPLE-**B** to boldface the selected text, press OPTION-**B** to turn Block *off*.

The text is now underlined and boldfaced.

Step 8. Press DELETE to delete the circumflex (^), press DELETE again, and click on OK to delete the underline.

The first underlined text has been converted to boldface text. We will now make the macro recursive (chaining it to itself) by having it execute itself.

Step 9. Choose Special/Macro Execute, type **U2B**, and click on OK (or press RETURN).

Step 10. Choose Special/Macro Define to terminate the macro definition.

This completes the definition of the U2B (to convert underline to bold). To execute the macro, choose Special/Macro Execute, type **U2B**, and click on OK. After a few moments, all the underlined text from the cursor to the end of the document is converted to boldface text.

Chaining Macros

The above two example macros are repeating chain macros, chained to themselves. You can also chain one macro to another. For example, assume you have already defined the macro **CW** (capitalize words) and now want a macro that both boldfaces *and* capitalizes a word. Follow these steps to define the new macro **CB**:

Step 1. Move the cursor to the beginning of a word and choose Special/Macro Define.

Step 2. Press OPTION-**B** (to turn Block *on*), OPTION-RIGHT ARROW (to highlight the word), LEFT ARROW (to move the cursor to the other side of the space after the selected word), APPLE-**B** (bold), and OPTION-**B** (to turn Block *off*).

This sequence of commands is the same one given above to define the **BW** (bold word) macro.

Step 3. Press OPTION-LEFT ARROW (to move the cursor to the start of the original word).

Step 4. Choose Special/Macro Execute, type **CW**, and click on OK (or press RETURN).

This chains the macro **CW** to the macro currently being defined, but the **CW** is not executed at this time. (You cannot actually execute a macro while defining another one.)

Step 5. Choose Special/Macro Define to end the definition of the macro **CB**.

Now try the macro: move the cursor to the first letter of a word, choose Special/Macro Execute, type **CB**, and click OK.

Conditional Chain Macros

Conditional chain macros permit limited "if-then" programming of WordPerfect functions. For example, suppose you want to switch the authors' names in Figure 20.4 from last name first to first name first, and then, after no more names are on the list, return the cursor back to the top of the document. You could execute this procedure using a conditional chain macro, i.e., a macro that executes one operation if a search is successful and executes a different operation if the search is unsuccessful.

Hints on Creating Chain Macros

Here are some rules that may help you create and use macros for increasing your word processing productivity:

- Simple macros are easier to define and are usually easier to use than chain macros. Use chain macros only when you can clearly see an advantage to using them.
- To repeat an editing procedure throughout a document, use a repeating chain macro. Begin the repeating chain macro with a search (either forward or backward), perform the editing procedures, and then end the macro by having the macro execute itself. When you execute the macro, it will repeat until a search fails.
- In defining a repeating or conditional chain macro, be sure that the cursor is past (to the right of or below) the newly edited item before the chained macro is invoked; otherwise, the editing procedures will be repeated over and over again on the same item and never end.

- In a conditional chain macro, be sure to invoke the "Not Found" macro immediately after starting the macro definition, *before* the search is even defined. The "Found" macro goes at the end, after the search.
- If you have to perform the same type of editing operation four or more times, you will usually save time by defining a macro to do the job. If you have to perform the operation only two or three times, don't bother with a macro.
- Keep a list of the macros you have defined. By writing down the names and functions of the macros and keeping the list next to your computer, you will save yourself time and frustration.

If you spend time defining the macros given in this chapter and practicing some macros on your own, you will find macros an essential writing and editing tool.

SELF-TEST

1. Define the word *macro*:

_____

_____

_____

2. Arrange the following items in the proper order to indicate the four steps in creating a macro: (A) Name the macro; (B) Turn the macro *off* with Special/Macro Define; (C) Perform the keystrokes to be recorded; (D) Turn the macro *on* with Special/Macro Define.

_____

_____

_____

_____

3. Define a macro that underlines a word.

_____

_____

_____

Chapter 21

Merges: Address Labels

A LABEL THAT STICKS: CREATING ADDRESS LABELS
- The Primary File
- Keyboard Equivalents for Merge Codes
- The Secondary File

PUTTING IT ALL TOGETHER: MERGING THE PRIMARY AND SECONDARY FILES

THE RIGHT FORMAT: FORMATTING AND PRINTING THE LABELS
- Setting the Margins
- Calculating Margins for Nonstandard Labels
- Formatting Multiple-Width Labels
- Printing the Labels
- Possible Problems and Their Cures
- Printing to Envelopes

SUMMARY OF MERGE CODES

SELF-TEST

Do you mail greeting cards to friends, advertisements to potential customers, bulletins to members of your club, company newsletters to employees, or publications to subscribers? If so, you can benefit from WordPerfect's merge capabilities.

Suppose you want to send a direct-mail advertisement to customers of Ocean Breeze Bookstore. You can use WordPerfect to create address labels to stick on envelopes or to attach directly to the printed ads. (If you want to print the addresses directly onto the envelopes, see the section "Printing to Envelopes" below.)

A LABEL THAT STICKS: CREATING ADDRESS LABELS

Many office supply and computer stores sell continuous-form gummed labels for use with a printer tractor feed. Most printers have an adjustable-width tractor feed, so you can use either single-width or multiple-width labels. The multiple-width forms come two, three, four, or five labels across. Any of these types will do as long as the forms are not wider than your printer carriage. If the tractor feed is not adjustable, measure the distance from the tractor-feed pins on the left side of the printer carriage to the pins on the right side, and then buy labels with that same distance from the perforations on the left edge of the form to the perforations on the right edge of the form.

The Primary File

To create address labels—or to perform any other application of WordPerfect's merge feature—you need to make two documents: the *primary file* (which, in this example, specifies where the name, street address, city, state, and zip code will be placed on the labels) and the *secondary file* (which, in this example, contains the list of names and addresses for the labels).

The address information in the secondary file is divided into *fields*, comprised of related data or phrases. The name of the addressee, for example, is field number 1, the street address is field number 2, and the city, state, and zip code are field number 3. These three fields make up a *record*, the complete set of information on one addressee.

Clear the screen (by clicking on the close box and clicking on No twice), then follow these steps to create the *primary* file:

Step 1. Type the merge code for the placement of field number 1.

This is done by choosing Special/Merge, clicking on Field Number (or pressing **F**), typing **1**, and clicking on OK (or pressing RETURN). The merge code for field 1, **^F1^**, is now in the upper left corner of the screen (see the end of this chapter for a complete summary of merge codes). This tells WordPerfect that, during the merge, field 1 of the

secondary file will be placed at this location in the primary file. (An alternative method for inserting a merge code is to press CONTROL-**M** to display the Help menu, move the cursor down to the line **Merge ^F Field Number**, press RETURN, and type the merge number. The fastest method is to press CONTROL-**M**, **e**, SPACE BAR, **f**, RETURN.)

Step 2. Press RETURN to go down to the next line and type the merge code for inserting field number 2 directly under field number 1.

Select Special/Merge Code, click on Field Number, type **2**, and click on OK. Now **^F2^** appears on the screen. Press RETURN again to go down to the next line.

Step 3. Type the merge code for inserting field number 3, following the same procedure (choose Special/Merge Code, click on Field Number, type **3**, and press RETURN).

You have now completed the primary file, which should look like Figure 21.1.

```
^F1^
^F2^
^F3^
```

Figure 21.1 The Primary File (address.pf), specifying where the name, street address, city, state, and zip code will be placed on the labels.

WARNING: You can make a file that *looks* like Figure 21.1 by typing ^ (the SHIFT-6) and pressing **F**, etc., without using the Merge commands. But this file will *not* work as a primary merge file; you must use the Special/Merge menu or a Merge item on the Help menu to produce the desired results.

Step 4. Save the primary file to the disk by choosing File/Save As, typing **address.pf**, and pressing RETURN.

The ".pf" stands for "primary file."

During the merge, the primary file you produced takes field number 1 from the secondary file and inserts it into the first line; takes field number 2 from the secondary file and inserts it into the second line; and takes field number 3 from the secondary file and inserts it into the third line. This operation is repeated for all the records in the secondary file to generate a new file.

Keyboard Equivalents for Merge Codes

To simplify entering other merge codes, follow these steps to assign keyboard equivalents to the important merge codes ^R (End of Field) and ^E (End of Record):

Step 1. Press CONTROL-**M** to display the section of the Help menu that starts with M.

Step 2. Move the highlight bar to Merge ^E (End of Record).

Step 3. Press OPTION-**E**.

This makes OPTION-**E** the keyboard equivalent of Merge ^E (End of Record).

Step 4. Move the highlight bar to Merge ^R (End of Field).

Step 5. Press OPTION-**R** to assign this keyboard equivalent to Merge ^R.

Now, in the following section, press OPTION-**E** to enter Merge ^E and OPTION-**R** to enter Merge ^R.

The Secondary File

The secondary file is shown in Figure 21.2. It is an address list with special WordPerfect codes. Each field ends with the merge code ^R (End of Field), and each record ends with the merge code ^E (End of Record). To type this *secondary* file, clear the WordPerfect screen by clicking on the close box; then click on No twice and follow these steps to create the secondary field:

```
Allen A. Austin^R
111 Avenida America^R
San Diego, CA 92101^R
^E
Barbara B. Banting^R
222 N. Bingham Street^R
Ocean Beach, CA 92107^R
^E
Margaret M. Mattingly^R
444 Marchant Place^R
Mission Gorge, CA 92120^R
^E
Parley P. Pentworth^R
888 La Calle Pintura^R
Pacific Beach, CA 92109^R
^E
Zane Z. Zabriski^R
999 W. Zanahoria^R
La Jolla, CA 92038^R
^E
```

Figure 21.2 The Secondary File (address.sf), containing the address list and merge codes.

Step 1. Create the first field of the first record by typing **Allen A. Austin**; then press OPTION-**R** (see the previous section on defining this keyboard equivalent).

Do *not* add extra spaces or press RETURN following the ^R.

Step 2. Create field number 2 of the first record by typing **111 Avenida America** and pressing OPTION-**R**.

Step 3. Create field number 3 of the first record by typing **San Diego, CA 92101** and pressing OPTION-**R**.

Step 4. Indicate the end of the first record by pressing OPTION-**E** (see the previous section on defining this keyboard equivalent).

Carefully compare your screen at this point to the first record of Figure 21.2. Make sure you have entered everything correctly. If you have made a mistake, just move the cursor to the error, delete it, then type the correct characters or code.

Step 5. Now continue typing the other fields and records as shown in Figure 21.2.

Notice that all the records contain only three lines of information (three fields per record and only one line per field). WordPerfect can, in fact, handle any number of lines in one field; but if you are going to print

addresses on forms with two or more labels abreast (using the technique described below), you must *keep the same number of lines in all addresses*.

Step 6. When you have completed the address list, save the file by choosing File/Save As, typing **address.sf**, and clicking on OK.

The ".sf" stands for "secondary file".

You can have hundreds or even thousands of addresses in the secondary file. You are limited only by your disk space.

PUTTING IT ALL TOGETHER: MERGING THE PRIMARY AND SECONDARY FILES

Now that you have created the primary and secondary files and saved them to the disk, you are ready to merge the two files:

Step 1. Clear the WordPerfect screen (by clicking on the close box and clicking on No twice).

The list of label addresses—that is, the result of merging the primary and secondary files—will become the screen document.

Step 2. Begin the merge by choosing Special/Merge and double-clicking on X Execute (or pressing **X**).

WordPerfect gives you the Merge Execute dialog and (if you have WordPerfect version 2.0) prompts you to type the name of the Primary File. [WordPerfect version 2.1 displays a list of files from which to choose the desired Primary File.]

Step 3. Type **address.pf** and press RETURN. [If you have version 2.1, select ADDRESS.PF from the list of files.]

You now get the prompt to type the secondary file.

Step 4. Type **address.sf** and press RETURN. [If you have version 2.1, select ADDRESS.SF from the list of files.]

WordPerfect automatically generates the address labels. The resulting file is shown in Figure 21.3.

Step 5. Save this file by choosing File/Save As, typing **labels**, and pressing RETURN.

If, while merging, you get a Disk Full error, you may want to merge to the printer rather than to the screen; or you may wish to remove any unnecessary files from your disk. (See the section entitled "Merge to the Printer" in Chapter 22, or consult your WordPerfect User's Manual.)

```
Allen A. Austin
111 Avenida America
San Diego, CA 92101
----------------------------------------------------------------
Barbara B. Banting
222 N. Bingham Street
Ocean Beach, CA 92107
----------------------------------------------------------------
Margaret M. Mattingly
444 Marchant Place
Mission Gorge, CA 92120
----------------------------------------------------------------
Parley P. Pentworth
888 La Calle Pintura
Pacific Beach, CA 92109
----------------------------------------------------------------
Zane Z. Zabriski
999 W. Zanahoria
La Jolla, CA 92038
```

Figure 21.3 The merged file (labels) that is created by merging the primary and secondary files.

THE RIGHT FORMAT: FORMATTING AND PRINTING THE LABELS

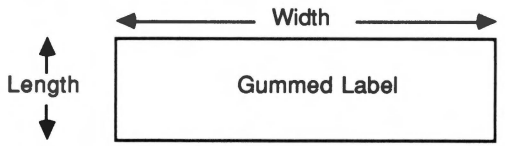
As you can see, the addresses in the LABELS file are separated by page breaks. This allows you to treat each gummed label on the form-fed sheets as a separate page. However, if you were to print the file in its present format, only one address would be put on each 8½- by 11-inch page. Since labels are considerably smaller than a full-sized page, you have to reformat the LABELS file so that each address fits on a gummed address label.

Setting the Margins

Figure 21.4 gives the margin settings for the most common sizes of labels (available at your local computer or office supply stores; or by mail from Moore Computer Forms & Supplies, P. O. Box 20, Wheeling, IL 60090; or from NEBS Computer Forms, 500 Main Street, Groton, MA 01471).

The first column of the table in Figure 21.4 gives the dimensions of an individual label, expressed as width × length in inches (as shown in the diagram). The length is 1/16 of an inch less than an even number of inches to allow for space between the labels. The actual distance from the top of one label to the top of another label is an even 1 inch, 1½ inches, or 2 inches.

PAGE AND MARGIN SETTINGS FOR COMMON LABELS



W x L (inches)	Labels Across	Top Margin	Page Length: Form Length	Page Length: Text Lines	Margins: Left Margin	Margins: Right Margin	Tab Stops
3 x 15/16	1	1	6	5	2	30	10
3 1/2 x 15/16	1	1	6	5	2	35	10
4 x 15/16	1	1	6	5	3	40	10
4 x 1 7/16	1	2	9	8	3	40	10
5 x 1 7/16	1	2	9	8	4	50	10
2 1/2 x 15/16	2	1	6	5	2	50	10, 35
3 1/2 x 15/16	2	1	6	5	2	70	10, 45
4 x 15/16	2	1	6	5	3	80	10, 50
4 x 1 7/16	2	2	9	8	3	80	10, 50
2 x 15/16	3	1	6	5	2	60	10, 30, 50
3 1/2 x 15/16	3	1	6	5	2	90	10, 45, 80
4 x 15/16	3	1	6	5	3	120	10, 50, 90
4 x 1 7/16	3	2	9	8	3	120	10, 50, 90
4 x 1 15/16	3	2	12	11	3	120	10, 50, 90
2 x 7/16	4	1	3	3	2	80	10, 30, 50, 70
2 1/2 x 15/16	4	1	6	5	2	100	10, 35, 60, 85
3 1/2 x 15/16	4	1	6	5	2	140	10, 45, 80 125

Figure 21.4 Margin settings for the most common sizes of labels.

The second column of the table gives the number of labels in each row of the label form. Label forms come in single-width (only one label in each row) or multiple-width (2–4 labels across each row) forms.

The remaining columns of the table give the WordPerfect margin and page settings required for that particular form. The last column, for example, gives the right-margin setting. If the print head on your printer cannot go beyond column 80 (which is the case for most printers), don't try to use those multiple-width forms in which the right-margin setting exceeds 80.

Follow these steps to set the proper page and margin format for your labels:

Step 1. Position the cursor at the beginning of your LABELS document.

Drag the scroll bar on the right side of the screen up to the top, or press APPLE-**1**.

Step 2. Set the top margin by choosing Page/Top Margin, typing the top-margin value corresponding to your label size given in Figure 21.4, and clicking on OK.

3 spaces between labels

Step 3. Set the page length values (form length and text lines) by choosing Page/Page Length, clicking on the button labeled Other, clicking in the Form Len box, deleting the current value in the box, typing the new value of the form length, clicking in the Text Len box, deleting the current value in the box, typing the new text length value, and clicking on OK.

leave page length alone

The form length and text length values are given in columns 4 and 5 of Figure 21.4.

Step 4. Set the left and right margins by choosing Line/Margins, typing the desired left-margin value, clicking in the Right box, deleting the current value in the box, typing the new right margin value, and clicking on OK.

The left- and right-margin values are given in columns 6 and 7 of Figure 21.4. For example, if the desired left margin is 2 and the right margin is 30, type **2**, click in the Right box, press DELETE or the keypad period (.) to delete the current value there, type **30**, and press RETURN. You will automatically return to the document screen.

If the dimensions of your labels are not found in Figure 21.4, you will need to calculate the margin settings as explained in the next section. If your labels are found in Figure 21.4, skip the next section and go to "Formatting Multiple-Width Labels."

The values for the top, right, and left margins and number of text lines in Figure 21.4 and in the following section are only suggestions. You may want to experiment with other values to fit your labels.

Calculating Margins for Nonstandard Labels

Step 1. Refer to the diagram in Figure 21.4 to measure the length of the label.

Measure the distance from the top of one label to the top of the next label, including the space between the labels.

Step 2. Calculate the form length from the label length determined in step 1.

WordPerfect normally prints 6 lines per inch, so multiply the label length by 6. For example, if the length is 1.5 inches, the form length for each label is 1.5 × 6 = 9. If the form length does not come out even, drop the decimal part. For example, if your labels have a length of 1¾ inches (which equals 1.75 inches), the form length will be 10.5 (from multiplying 1.75 × 6). You should reduce this number to 10 lines.

Step 3. Calculate the text length for the label.

The text length is usually one line less than the form length, but it can be as few as the number of lines in the longest address in your LABEL file or as many as the total number of lines in the form length. You have to make sure that every address in your LABEL file has the same number of lines or fewer than the text length.

Step 4. Set the page-length and text-length values for your LABELS file.

Follow the steps in the previous section for setting the form length and text lines, using the Page/Page Length menu item.

Step 5. Set the top margin for your LABELS file to 1 or 2 (or to some other value you prefer).

To do this, choose Page/Top Margin, type **1** or **2**, and click on OK. (You may want larger top margins for bigger labels.)

Step 6. Measure the form width.

Use a ruler to measure the distance from the left edge of the leftmost label to the right edge of the rightmost label. (If your forms are only one label wide, this is the width of one label. If your forms are three labels across, this is three times the width of one label.) Now multiply this number by the pitch (which is 10 if you are using the WordPerfect default) to get the form width in characters.

Step 7. Set the margins for the labels form by choosing Line/Margins, typing **2** (or a higher number for wider margins), pressing TAB (or clicking on the Right box and deleting the current value), typing the width calculated in step 6, and pressing RETURN.

You can gauge your left-margin value from those in Figure 21.4. Some printers are limited to printing 80 characters on a line, in which case the right margin should not exceed 80.

Formatting Multiple-Width Labels

If you have single-width label forms, the LABELS file is ready to be printed, so you can skip this section and go to "Printing the Labels." If you have multiple-width label forms, read this section.

If your forms are from two or more labels across, you need to use WordPerfect's tabs features (and a customized macro) to reformat the LABELS file.

Step 1. With the file LABELS on the screen (see Figure 21.3) and the cursor at the first of the file (immediately after you have set the margins in the previous section), choose Line/Tab Set, click the tabs cursor on zero (at the left edge of the tabs ruler), and press APPLE-RIGHT ARROW (to erase all the tabs currently set on the tabs ruler).

Step 2. Set the tab stops on the tab ruler.

If you are using one of the standard forms in Figure 21.4, use the tab stops listed in column eight (for pitch 10). If you are using a non-standard form, measure the number of inches (to the nearest tenth of an inch) from the left edge of the form to the left edge of each of the side-by-side labels, multiply by 10 (if you are using the default pitch 10), and add 1 or 2. For example, if the left edges of labels (of a three-label wide form) are at 0 inches, 2¾ (2.75) inches, and 5½ (5.5) inches, the tab stops would be 0, 29, and 57. (For a review of how to set tab stops, see Chapter 7, "Drafting a Report.") You are now going to define a macro that moves the addresses into columns.

Step 3. Place the cursor to the right of the last letter of the first name (for example, after *Allen A. Austin*), choose Special/Macro Define, and press the following keys: OPTION-**M** (or some other OPTION- or APPLE-letter combination to give the macro a name), TAB (to insert a tab into the second column), DOWN ARROW, TAB, DOWN ARROW, TAB, DOWN ARROW (the cursor should now be to the right of the next address name), APPLE-COMMA (to move the cursor to the first of the line), OPTION-**B** (to turn Block *on*), DOWN ARROW (to highlight the name field), APPLE-**X** (to cut the name), UP ARROW three times, APPLE-PERIOD (to move to the end of the line), APPLE-**V** (to paste the address name into the second column), DOWN ARROW and DELETE (to delete the blank line), DOWN ARROW three times, APPLE-COMMA, OPTION-**B**, DOWN ARROW, APPLE-**X**, UP ARROW twice, APPLE-PERIOD, APPLE-**V**, DOWN ARROW, DELETE (the street address of the

second label is now in the second column), DOWN ARROW twice, APPLE-COMMA, OPTION-**B**, DOWN ARROW, APPLE-**X**, UP ARROW, APPLE-PERIOD, APPLE-**V**, DOWN ARROW, DELETE, UP ARROW twice, APPLE-PERIOD (the entire second label is in the second column and the cursor is to the right of the label in the second column). Choose Macro Define to turn *off* macro definition. This complicated macro moves a label from the lower left column to a higher right column.

Step 4. Now use the OPTION-**M** macro to move each label (one at a time) to its final position.

You can use WordPerfect's repeat key (ESCAPE) to execute the macro two or more times in a row: Press ESCAPE, **2** (the count), CONTROL-**M** (to display the Help menu), DOWN ARROW, and RETURN (to display the Macro Execute window); press OPTION-**M** (the name of the macro defined above), and click on OK.

After all the labels are positioned properly, you are ready to print the labels.

Printing the Labels

Follow these steps to print the labels:

Step 1. With the labels document still on the screen, and with normal computer paper (*not* the label form) in your printer, choose Print/Page Print to print the current page of labels.

Step 2. Hold the printed page up to a page of your labels to see if the printed addresses are aligned with the form labels. If they are not aligned, move the cursor to the first of the document (but after the current codes), change (as needed) the tab stops, right and left margins, top margin, and page and text lengths; then delete the code for the old settings. Repeat this step until the printed addresses are aligned with the labels on your form.

Step 3. Feed your label form into your printer by removing the normal printer paper, opening the tractor-feed, inserting the form, closing the tractor-feed, and rolling the form around the platen and in front of the print head.

Step 4. Adjust the label form so that the print head is at the left edge and even with the top of the first label. The print head should be at the location where you want the top line of the address printed.

Step 5. Make sure that the parameters under Select Printers (on the Printer Control menu) are set for the printer you are using. (See Chapter 7, "Printing a Letter," and Chapter 15, "Printing a Report.")

Step 6. Print the LABELS file. With the LABELS document on the screen, choose Print/Print to print the full text.

Possible Problems and Their Cures

Watch the printer, especially the first time you print labels, to make sure everything goes all right. Here are three possible problems and their cures::

- The addresses are out of alignment with the labels.

  Stop the printer, readjust the label form flush with the print head, choose Print/Printer Control, click on Cancel Printing, and then restart the print job.

- A label comes off the form backing and sticks to the platen.

  To avoid this, you may need to improve the form-feed setup by keeping the plug-in cords from interfering with the movement of the forms and by changing the position of the unused label sheets so they move evenly and smoothly into the printer tractor feed.

- The address lines are wider than the labels, making the text go off the edge of the labels.

  You will have to shorten the text lines in the secondary file or buy wider labels.

Printing to Envelopes

If you want to print directly to envelopes rather than to gummed labels, follow these steps:

Step 1. Make the LABELS file (including primary and secondary files) exactly as explained above in the section "Putting It All Together."

Step 2. Set up the margins.

For legal-sized envelopes, set the top margin to 0 (zero) and set the page length and number of text lines to 25. Set the left margin to 40 and the right margin to 80. Do *not* put the LABELS file in columns.

Step 3. To print the address on the envelopes, press Print/Printer Control, and click on 1 (Change Printer Options). Click in the Printer Number box, erase the current number there, and type the number of the printer configured for handfed forms (usually printer 2); and

then press RETURN to get back to the Printer control window, click on E (Exit), and choose Print/Print to print the document.

Step 4. When the computer beeps, feed the envelope into the printer so that the left edge of the envelope is at the left edge of the printer roller. Continue to roll the envelope up until the print head is at the position where you want the top line of the address to be printed.

Step 5. Get into the Printer Control menu by choosing Print/Printer Control, and click on G (Go) to start the printing.

Step 6. When the address has been printed on the envelope, the computer pauses again. Remove the printed envelope, feed another blank envelope into the printer, and click on G. Continue this process until all the envelopes are addressed properly.

SUMMARY OF MERGE CODES

Figure 21.5 gives a description of all the merge codes. You have used only ^F, ^R, and ^E in this chapter, but will use the other merge codes in later chapters.

Summary of Merge Codes		
^C	Console	Pauses for user input from the keyboard; choose Special/Merge, click on ^R to continue.
^D	Date	Inserts the current date into the text.
^E	End of Record	Marks the end of a record in a secondary merge file; Special/Merge/End of Record aborts a merge.
^F	Field Number	Inserts the field number *n* of a record from a secondary merge file into the primary merge file.
^G	Chain to Macro	Executes a macro, using the command ^Gmacroname^G, which begins at the end of the merge.
^N	Next Record	Looks for the next record in the secondary file; if no record is found, the merge terminates.
^O	Message	Displays a message on the status line using the format ^Omessage^O.
^P	Primary File	Inserts a file using the format ^Pfilename^P; if no filename is given, it uses the current primary file.
^Q	Quit	Quits the merge (used in a primary or secondary file).
^R	End of File	Indicates the end of a field in a secondary merge file; Special/Merge Code/R after a merge pause (in response to ^C) causes the merge to continue.
^S	Secondary File	Changes the name of the secondary file using the format ^Sfilename^S.
^T	To Printer	Outputs the text merged to that point to the printer.
^U	Update Screen	Rewrites (updates) the screen during the merge.
^V	Transfer	Transfers a merge code from the primary file into the file being created, using the command ^Vmergecode^V (for example, ^V^R^V).

Figure 21.5 Summary of all the merge codes.

SELF-TEST

1. The merge file that directs the merge (e.g., the placement of the fields and records) is called the _____ file. The merge file that contains the actual fields and records (e.g., the address list) is called the _____ file.

2. If a gummed label is 2½ inches wide, what is its "width in characters" (assuming pica type)? _____

3. To print 3½ × 5/16-inch labels (using the file that results from the merge), what is the suggested setting (using Figure 19.4) for the

   A. Top margin? _____

   B. Left margin? _____

Chapter 22

Generating Form Letters

FORM FOLLOWS FUNCTION: CREATING FORM LETTERS
- Creating the Primary File
- By Way of Explanation
- Creating the Secondary File
- Merge to the Printer

SELF-TEST

How can you type 200 personalized letters without spending 200 hours doing it? The answer is to generate form letters using WordPerfect's Merge functions.

In this chapter, you will use what you learned in the previous chapter to send letters to clients of Ocean Breeze Bookstore. Of course each letter cannot be "personal," but it can be "personalized," in that it can contain personal information about each client.

FORM FOLLOWS FUNCTION: CREATING FORM LETTERS

The three basic steps to automating form letters are: First, create the form letter (the *primary file*) containing merge codes at appropriate locations. (For a complete list of the merge codes, see Chapter 21, "Merging Documents: Address Lists and Labels.") Second, create the list of customers (the *secondary file*) in a special format to utilize the merge capabilities. And third, merge the primary and secondary files to print the form letters. After printing the letters, you can use the procedure explained in the previous chapter to make the mailing labels for the letters.

Creating the Primary File

Let's start by typing the form letter shown in Figure 22.1. Get into WordPerfect and, if necessary, clear the screen (by clicking on the close box and clicking twice on No); then follow these steps to create the primary file:

Step 1. Choose Page/Center Page.

This inserts the code to center the page top to bottom (see Chapter 6, "Formatting a Letter") and returns to the document screen.

Step 2. Press TAB six times; then choose Special/Merge and click on Date (or press **D**).

This produces the merge date code (^D). During the merge, WordPerfect inserts the current day's date at this location in the letter.

Step 3. Press RETURN three times to leave space between the date and the inside address.

Each record of the secondary file (which you will type later) contains the following fields of client information, in the order given:

1. The *last* name.
2. The given name(s).
3. The personal title (Miss, Ms., Mrs., Mr., Dr.).

```
                                        ^D

^F3^ ^F2^ ^F1^
^F4^
^F5^, CA ^F6^

Dear ^F3^ ^F1^:

     Ocean Breeze Bookstore wishes to announce an exciting new
service. As one of our preferred customers, ^F3^ ^F1^, you may
place telephone order on any book in our store by calling our
toll-free number, 1-800-BOOKBUY. A representative will be in the
^F5^ area one day a week to make free deliveries and to accept
new orders.

     We are looking forward to hearing from you.

                                        Sincerely,


                                        Reed A. Page
                                        Manager
^T^N^P^P
```

Figure 22.1 The Primary File (Form.Let), which consists of the form letter.

4. The company and/or street address.
5. The city.
6. The zip code. No field for the state is necessary in the secondary file since all of the clients are in California (in or near San Diego).

Therefore, in the inside address of the form letter, the first line contains fields 3, 2, and 1, in that order, as shown in Figure 22.2.

Step 4. Insert the merge code for field 3, by choosing Special/Merge, clicking on Field Number, pressing **3**, and clicking on OK. Press SPACE, and insert the merge code for field 2 (by choosing Special/Merge, clicking on Field Number, pressing **2**, and clicking on OK). Press SPACE again, and insert the merge code for field 1 (using the same method as for fields 3 and 2). Now press RETURN, and insert the code for field 4, press RETURN again, and insert the code for field 5, type a comma (to separate city and state), type **CA** (for California), press SPACE to separate state and zip code, and finally, insert the merge code for field 6.

Step 5. Continue typing the letter as shown in Figure 22.1, inserting the merge codes at the appropriate places. As you can see, the salutation (Dear . . .) contains field 3 (the personal title) and field 1 (the last name) separated by a space. This same sequence of codes is repeated in the second line of the body of the letter. The city (field 5) is inserted into the fifth line of the letter body.

Step 6. At the end of the letter, after typing **Manager**, press RETURN to move the cursor down a line, and then insert four merge codes: Choose Special/Merge and click on To Printer (merge T), choose Special/Merge and click on Next Record (merge N), choose Special/Merge and click on Primary File (merge P), and again choose Special/Merge and click on Primary File. These merge codes have the following meanings:

- ^T sends the previous merge to the printer (rather than to the screen). Technically, this command prints from the beginning of the current document to the position of the cursor (usually at the end of the document).
- ^N tells WordPerfect to get the next record in the secondary file.

- ^P*filename*^P inserts another file (with the specified filename) from the disk into the document. If no filename is specified—which is the case in this example—WordPerfect uses the current primary file.

  (For a complete list of merge codes and their definitions, see Figure 21.5 at the end of Chapter 21, "Merging Documents: Address Lists and Labels.")

Step 7. Save the primary file to disk by choosing File/Save As, typing **form.let**, and pressing RETURN.

This completes the creation of the form letter, which in this case is the primary merge file.

By Way of Explanation

Whenever you merge to the printer, you obviously need to include the ^T code (which tells WordPerfect to send the merge to the printer), but you also need ^N^P^P.

The ^N^P^P code at the end of the primary file is necessary because normally, at the end of a merge between the primary file and a record of the secondary file, WordPerfect inserts a hard page code [HPg] and then goes to the next record in the secondary file. But we don't want this [HPg] code, since the printer automatically does a form feed (advances the paper) after printing each letter. If we allowed the [HPg], the printer would create a blank page between each letter. The ^N tells WordPerfect to go to the next record of the secondary file, and ^P^P tells WordPerfect to start the merge over again. In this way, the primary document never ends (until the secondary file runs out of records), and the merge continues without having WordPerfect generate a hard page.

Creating the Secondary File

The secondary file contains information on each client—his or her surname, given name(s), title, address, city, state, and zip code. The information for this address list is shown in Figure 22.2. Before typing the document, be sure you have set the keyboard equivalents for merge codes (OPTION-**R** for Merge R and OPTION-**E** for Merge E) as explained in the section "Keyboard Equivalents for Merge Codes," in Chapter 21.

To type Figure 22.2, first open a new document window by choosing File/New (or pressing APPLE-**N**); then follow these steps to create the secondary file:

```
Lockhardt^R
Laura^R
Ms.^R
555 La Lapiz Lane^R
Linda Vista^R
92111^R
^E
Olsen^R
Oliver O.^R
Mr.^R
Oriental Clothing Outlet
777 Oscar Dr.^R
Ocean Breach^R
92107^R
^E
Eldridge^R
Eric^R
Mr.^R
222 Elmira Avenue^R
Encanto^R
92114^R
^E
Partridge^R
Patricia P.^R
Mrs.^R
Peoples Park N' Pay^R
333 Paloma Place^R
Pacific Beach^R
92109^R
^E
```

Figure 22.2 The Secondary File (Clients), which contains the information on each client.

Step 1. Enter the information and merge codes given in Figure 22.2. After each field, press OPTION-**R** (Merge R), and after each record, press OPTION-**E** (Merge E). If you have any questions about how this is done, refer back to Chapter 21 or check your WordPerfect User's Manual.

Step 2. When you are through typing Figure 22.2, save the document using the filename CLIENTS.

You may have hundreds of clients to whom you wish to send a letter. Use the same procedure regardless of the number of clients. You are limited only by the disk space.

Merge to the Printer

Merging to the printer (rather than to the screen) has two advantages:

- It saves a step in the merge by automatically printing the newly created file.
- It avoids potential out-of-memory errors which would result from the merge file being too big for the available disk space.

Merging to the printer is the same as merging to the screen, except that the primary file contains the merge codes ^T^N^P^P. Therefore, to execute the merge, follow the same steps as you did in Chapter 21, namely:

Step 1. Open another window (by choosing File/New or pressing APPLE-**N**).

Step 2. Turn on your printer and adjust the paper.

Step 3. Choose Special/Merge, click on Execute (or press **X**).

Step 4. At the prompt, type the name of the primary file, in this case, **form.let**. [Or, if you have WordPerfect version 2.1, select FORM.LET from the displayed list of files.]

Step 5. At the next prompt, type the name of the secondary file, in this case, **clients**. [Or, if you have WordPerfect version 2.1, select CLIENTS from the displayed list of files.]

WordPerfect now prints the "personalized" letters to your clients. An example letter is shown in Figure 22.3.

To make the mailing labels for the letters, you can use the same secondary file, but you will have to create a new primary file. This should look exactly like the inside address of the form letter (form.let),

February 6, 1989

Ms. Laura Lockhardt
555 La Lapiz Lane
Linda Vista, CA 92111

Dear Ms. Lockhardt:

Ocean Breeze Bookstore wishes to announce an exciting new service. As one of our preferred customers, Ms. Lockhardt, you may place telephone orders on any book in our store by calling our toll-free number, 1-800-BOOKBUY. A representative will be in the Linda Vista area one day a week to make free deliveries and to accept new orders.

We look forward to hearing from you.

Sincerely,

Reed A. Page
Manager

Figure 22.3 The merged "personalized" form letter created by combining the primary and secondary files.

except it will be in the format of the primary file explained in Chapter 21 (see the section entitled "The Primary File" and Figure 21.1).

By combining what you learned in this and the preceding chapter, you have a complete system for mailing any type of form letter to any number of friends, clients, or colleagues.

SELF-TEST

1. The form letter is the _____ file, and the list of clients is the _____ file for the merge.
2. The code for sending the merge to a printer is _____.
3. The purpose of the ^N^P^P merge codes when merging to a printer is _____.

Chapter 23

Automating Letters and Contracts

IT ALL BOILS DOWN TO THIS: BOILERPLATES
- What Are Boilerplates?
- Setting Up an Automated Letter-Writing System
- Creating the Boilerplates
- Creating the Information File
- Creating the Merge Letter
- Creating the Macros

PUTTING THE PUZZLE TOGETHER: USING THE AUTOMATIC LETTER-WRITING SYSTEM

HARD CONTRACT: AUTOMATING DOCUMENT ASSEMBLY
- The Contract Boilerplates
- The Information File
- The Contract Outline
- The Contract Macros
- Generating a Contract

SELF-TEST

Picture a business office where computers automatically write letters, formulate contracts, generate invoices, and fill out forms—all with speed and accuracy. Such an office exists, of course, only in science fiction. However, with a little help from a capable secretary—and a lot of help from WordPerfect—such an office can almost be a reality.

IT ALL BOILS DOWN TO THIS: BOILERPLATES

Suppose you, as an employee of Ocean Breeze Bookstore, are in charge of answering customer inquiries and writing letters of explanation to customers concerning their book orders. Because Ocean Breeze has a large mail and telephone order service, you may have to write ten or more letters a day. The great majority of these letters require one of several responses: the book is in stock and may be purchased immediately; the book is out of stock and may be ordered; the book is out of print and on back order; etc. How can you compose and send personalized letters with a minimum amount of typing?

The answer is automated document assembly, using *boilerplates*.

What Are Boilerplates?

In the days when newspapers used metal typesetting, certain printer plates that were used over and over again (such as the heading and pictures accompanying a weekly syndicated column) were called boilerplates. In word processing, boilerplates are phrases, sentences, paragraphs, or even pages of text found in one document that can be selected and used over and over again in other documents. For example, Figure 23.1 contains boilerplates (in this case paragraphs) that we will use in answering customer letters to Ocean Breeze Bookstore.

Setting Up an Automated Letter-Writing System

To set up an automated letter system, you will need four documents and two macros. The documents include:

- The boilerplates (Figure 23.1), which will be one of two secondary merge files. (For the definition of primary and secondary merge files, see Chapters 21 and 22.)
- A file asking for more information about the customer (name, address, book ordered, etc.). This will be the first of two primary merge files (see Figure 23.2). During the merge you will supply the information directly from the keyboard.
- The other secondary merge file, which will be generated automatically from the above primary file.
- The other primary file, which will be the actual form letter, containing appropriate merge codes for inserting the inside address, the salutation, and the main body of the letter (see Figure 23.3).

```
     This book is currently in stock at our store.  You are
welcome to come by and purchase the book, or order it through
our new telephone service (call 1-800-BOOKBUY).
^R
     This book is not in stock at this time.  If you wish to
order the book, please fill out the accompanying order form and
return it to us with a $2.00 deposit.  Be sure to include your
complete name, address, and zip code.  We will notify you by
postcard when the book arrives.
^R
     This book is currently out of print, but a new printing is
scheduled in the near future.  Unless you notify us otherwise,
we will keep the book on back order and notify you when it
arrives.
^R
     We apologize for selling you a defective book.  You are
welcome to exchange it for the same title, to receive credit on
any other book or merchandise in the store, or to obtain a full
refund.  Please let us know of your wishes.
^R
^E
```

Figure 23.1 The secondary file (BOILER.SF1) containing boilerplates (paragraphs) that will be used in answering customer letters.

The two macros required for our automated letter-writing system are:

- A macro to start the initial merge operation.
- A macro for taking the information from the first primary file and generating the second secondary file. (If that sounds confusing, don't worry; it will all make sense later.)

Admittedly, preparing four documents and creating two macros will take time. But an hour of time invested now will save you many hours of letter writing in the future.

Creating the Boilerplates

Type Figure 23.1 as shown. At the end of each paragraph, press RETURN and then press OPTION-**R** (the keyboard equivalent of Merge ^R End of Field, as defined in Chapter 21) to generate **^R**, the merge code that indicates the end of a record (see the end of Chapter 21 for a summary of the merge codes). At the end of the document, press OPTION-**E** (the keyboard equivalent of Merge ^E End of Record, defined in Chapter 21) to generate **^E**. Save the document using the filename **boiler.sf1**, where ".sf1" indicates that this is the first of two secondary merge files.

Creating the Information File

After typing the first secondary file, you are ready to type the first primary merge file, shown in Figure 23.2. This is not an ordinary primary file. Most primary files are letters, memos, or business forms, but this file is used to generate another secondary merge file containing the specific information for the individual customer letter.

After clearing the WordPerfect screen (by clicking on the close box, and clicking twice on No), type the document shown in Figure 23.2, following these steps:

Step 1. Choose Special/Merge and click on O Message (to generate the **^O** merge code, which indicates that the message which follows is to be displayed on the screen during the merge). Type the message **Type customer's LAST name, then press OPTION-R** and insert another **^O** merge code (which indicates the end of the message).

During the merge, this message will serve to prompt you to type the customer's last name.

Step 2. Choose Special/Merge and click on C Console, then choose Special/Merge and click on V Transfer (to generate the codes **^C^V**), then press OPTION-**R** (to generate the code **^R**). Press DELETE (to erase the hidden [HRt] (Hard Return) code and move the cursor back to the previous line), then choose Special/Merge and click on V Transfer (to insert the second **^V** on this line).

The ^C code tells WordPerfect to stop during a merge and wait for keyboard input—in this instance the customer's last name. The two ^V codes tell WordPerfect to transfer the intervening merge code (in this case ^R) into the document being created.

Step 3. Continue typing Figure 23.2 until you get to the ^O code below the line "Type book publisher . . . ". Now insert that ^O code by choosing Special/Merge and clicking on O Message.

Step 4. Type the one line menu shown in Figure 23.2:
1 In stock; 2 Not in; 3 Out of print; 4 Temp out; 5 Defective

Do not press RETURN at the end of this menu line.

Step 5. Choose Special/Merge and click on O Message (to generate the final **^O**), then choose Special/Merge, click on F Field Number, type **0**, press RETURN, press LEFT ARROW (to move left one space), press DELETE (to delete the zero, choose Special/Merge and click on C Console (to insert the **^C**), press RIGHT ARROW to move

```
^OType customer's LAST name, then press OPTION-R.^O^C^V^R^V
^OType customer's FIRST name, press OPTION-R.^O^C^V^R^V
^OType title (Mr., Ms., Dr., etc.), press OPTION-R.^O^C^V^R^V
^OType street address, press OPTION-R.^O^C^V^R^V
^OType city, state, zip code, press OPTION-R.^O^C^V^R^V
^OType name of book, press OPTION-R.^O^C^V^R^V
^OType book author, press OPTION-R.^O^C^V^R^V
^OType book publisher, press OPTION-R.^O^C^V^R^V
^O1 In stock; 2 Not in; 3 Out of print; 4 Temp out; 5 Defective^O^F^C^V^R^V
^GDoLetter^G
```

Figure 23.2 The primary file (INFO.PF1) used to generate another secondary file containing specific information for the customer letter.

onto the other side of the circumflex (^), then insert **^V^R^V** as in steps 2 and 3 above.

The ^O codes indicate an onscreen message (in this case the menu). The ^F indicates that a field of a record from a secondary file is to be inserted at this point during the merge. The ^C causes WordPerfect to stop and wait for keyboard input (in this case the merge record number). The ^V^R^V causes WordPerfect to transfer the code ^R into the document being created during the merge.

Step 6. Press RETURN, choose Special/Merge, and click on G Chain to Macro (to generate the **^G** code).

This is a signal for WordPerfect to execute the macro that follows.

Step 7. Type the name of the macro, **DoLetter**, and then insert another **^G** to indicate the end of the macro.

The macro DoLetter, which you will create shortly, will save a new secondary file (CUSTOMER.SF2) generated during the merge.

Step 8. Save the document to the disk with the name **info.pf1**. The ".pf1" indicates that this is the first of two primary files.

You do not need to type the other secondary file because, during the merge, the primary file INFO.PF1 gets data from the keyboard and gets a selected paragraph from the boilerplates to make the new secondary file CUSTOMER.SF2, which will then contain all the information necessary to write the customer letter.

Creating the Merge Letter

Figure 23.3 shows the primary merge file, which contains the codes for merging information from CUSTOMER.SF2 and for printing the final customer letter. To type this letter, clear the screen (by clicking on the close box and clicking twice on No) and follow these steps:

Step 1. Choose Page/Center Page.

This will automatically center your customer letter on the page when it is printed.

Step 2. Press TAB six times, then choose Special/Merge and click on D Date (to generate the ^D merge code for inserting the current date).

This ensures that whenever you use this form letter, the date is the current one.

```
                                        ^D

^F3^ ^F2^ ^F1^
^F4^
^F5^

Dear ^F3^ ^F1^,

     Thank you for your recent inquiry concerning the book ^F6^
by ^F7^ (published by ^F8^).

^F9^

                                        Sincerely,


                                        Reed A. Page
                                        Manager
^T^Ginquiry^G
```

Figure 23.3 The primary file (LETTER.PF2) is the actual form letter that contains the codes for merging information and for printing.

Step 3. Continue typing the letter as shown in Figure 23.3. Use the Special/Merge menu to insert the field codes ^F1^ through ^F9^, the "Merge to Printer" code ^T, and the "Chain to Macro" code ^G. Be sure that you press APPLE-**U** (underline) before and after the ^F6^ code on the first line of the body of the letter.

Step 4. Save this document using the filename **letter.pf2**.

Creating the Macros

The first macro, called DoLetter, saves the file CUSTOMER.SF2 created during the merge between INFO.PF1 and BOILER.SF1, and initiates the merge between LETTER.PF2 and CUSTOMER.SF2. To create this macro, clear the current document window, and then follow these steps:

Step 1. Type **CUSTOMER FILE**, choose File/Save As, type **customer.sf2**, and press RETURN.

This creates the disk file CUSTOMER.SF2, which will eventually contain information about each customer, but at this point is almost blank (except for the words CUSTOMER FILE).

Step 2. Create the macro by doing the following:
Choose Special/Macro Define, type **DoLetter**, press RETURN, press OPTION-**B** (to turn Block *on*), press CONTROL-**B**, press RETURN (to move the cursor to the top of the document), choose File/Save As, type **customer.sf2**, press RETURN, click on Yes (to replace the existing file, press OPTION-**B** (to turn Block *off*), click on the close box and click twice on No (to clear the document window), choose Special/Merge and click on X Execute, type **letter.pf2**, press RETURN, type **customer.sf2**, and press RETURN.

This completes the definition of the DoLetter macro, which has the following functions:

- Performs a block save, which creates the disk file CUSTOMER.SF2.
- Initiates the merge between LETTER.PF2 and CUSTOMER.SF2.

The Special/Merge/Execute function at the end of the macro definition terminates the macro and the merge since we are not ready at this point to start the letter-writing process. *Note:* When you define a macro, you normally have to terminate the definition by choosing

Special/Macro Define a second time. However, WordPerfect automatically completes the macro definition and saves the macro to disk when you initiate a merge.

The second macro, called INQUIRY, initiates and perpetuates the automated letter system for responding to customer inquiries. To create this macro, carefully do the following:

> Choose Special/Macro Define, type **inquiry**, press RETURN, click on the close box and click twice on No (to clear the screen), choose Special/Merge, click on X Execute, type **info.pf1**, press RETURN, type **boiler.sf1**, press RETURN, and press OPTION-**E** (to abort the current merge).

If you make a mistake along the way, choose Special/Macro Define to terminate the macro, and start the sequence again. The macro INQUIRY clears the document screen, selects the merge function, and inserts the names of the primary and secondary merge files.

PUTTING THE PUZZLE TOGETHER: USING THE AUTOMATIC LETTER-WRITING SYSTEM

You are now ready to generate letters using your automated letter-writing system:

Step 1. Turn on your printer and adjust the paper.

The macros and merges in this chapter assume that you are using a continuous-form-feed printer or sheet feeder. (If you are using hand-fed paper, remove ^Ginquiry^G from the end of LETTER.PF2. Then execute the INQUIRY macro from the keyboard after generating each letter.)

Step 2. Start the system by choosing Special/Macro Execute, typing **inquiry**, and clicking on OK.

Step 3. After a moment or two, you will see the file INFO.PF1 on the screen and the message "Type customer's LAST name, press OPTION-R" in the lower left corner of the screen, just above the status line. The cursor is at the top of the screen where the last name is to be merged into the document. Type **Duncan** and press OPTION-**R**. (Don't press RETURN!)

Step 4. Continue typing the information requested by the prompts on the status line at the bottom of the screen, pressing OPTION-**R** (*not* RETURN) after each line:
First name: **David**
Title: **Dr.**
Street address: **111 Dandelion Drive**

City, state, zip: **San Diego, CA 92101**
Book title: **Delicious Dutch Dining**
Author: **Dan Donaldson**
Publisher: **Dell Books**

Step 5. The Field Number window appears in the middle of the screen, and the following menu appears in the lower left corner of the screen:
1 In stock; 2 Not in; 3 Out of print; 4 Temp out; 5 Defective
The menu is asking you which paragraph of the boilerplates you want inserted into your letter. For our example, press **3** and click on OK (or press RETURN).

The rest is all automatic. WordPerfect merges the information document with the information typed from the keyboard and withthe selected boilerplate. The macro DoLetter saves the new information in the file CUSTOMER.SF2 and then executes the next merge between LETTER.PF2 and CUSTOMER.SF2. WordPerfect generates and prints the letter (Figure 23.4) and executes the INQUIRY macro again. If you want to generate another letter, just type in another set of information about the customer and the book. If you want to terminate the letter-writing session, press OPTION-**E**.

HARD CONTRACT: AUTOMATING DOCUMENT ASSEMBLY

Drawing up contracts is a dreaded experience for typists, but now that you know how to combine WordPerfect macros and merges to automate document assembly, the process can become almost enjoyable.

The automated contract-generating system requires basically the same set of files as the automated letter-writing system: the contract boilerplates (a secondary merge file), the information file (a primary merge file), the automatically generated secondary information file, the contract outline (a primary merge file), and two macros. We will give you example files and an overview of the automated contract-generating system, but we will not give you a detailed explanation of how to type and execute the contract-writing system. Your experience in setting up the letter-writing system should provide you with everything you need to know. Simply go through the same steps given earlier.

The Contract Boilerplates

Figure 23.5 shows the boilerplates of a contract between Ocean Breeze Press and the author of a manuscript on computer software. Type this short document, including merge codes, and save it with the filename **contract.bp**.

March 31, 1988

Dr. David Duncan
111 Dandelion Drive
San Diego, CA 92101

Dear Dr. Duncan,

Thank you for your recent inquiry concerning the book Delicious Dutch Dining by Dan Donaldson (published by Dell Books).

This book is currently out of print, but a new printing is scheduled in the near future. Unless you notify us otherwise, we will keep the book on back order and notify you when it arrives.

Sincerely,

Reed A. Page
Manager

Figure 23.4 The completed customer letter, containing both information typed from the keyboard and the selected boilerplate.

```
written manuscript^R
computer software product^R
words^R
book pages^R
disks^R
^E
```

Figure 23.5 The secondary file, containing contract boilerplates (CONTRACT.BP).

The Information File

Figure 23.6 shows the information file containing the screen prompts and menus for selecting information for a contract. Type the document as shown, including all of the merge codes, and save it to the disk with the name **info.pf**. Remember that after you choose Special/Merge and click on F Field Number, you have to erase the field number and insert the **^C** merge code to generate **^F^C^**. Also remember that to generate**^V^R^V**, you have to press DELETE after inserting the**^R** code (to delete the hard return).

The Contract Outline

Figure 23.7 shows the contract outline, a very simplified contract that serves the purposes of our illustration. Type this primary file and save it to the disk with the filename **contract.pf**.

The contract outline uses two merge codes that you have not used before: ^U updates (rewrites) the document screen so that all the paragraphs are properly formatted, and ^Q terminates the merge.

The Contract Macros

To define the first contract macro (called DoContr), clear the WordPerfect screen and type **Contract**, choose File/Save As (to create a near-empty file), type **info.sf**, press RETURN, choose Special/Macro Define, type **DoContr**, press RETURN, press OPTION-**B** (to turn Block *on*), pressCONTROL-**B** and RETURN (to move to the beginning of the document), choose File/Save As, type **info.sf**, press RETURN, click on Yes (to replace the existing file), press OPTION-**B** (to turn the Block *off*), click on the close box, click twice on No (to

clear the text window), choose Special/Merge, click on X Execute, type **contract.pf**, press RETURN, type **info.sf**, and press RETURN. WordPerfect automatically turns *off* Macro Define, and starts (but does not complete) the merge.

The macro DoContr saves the results of a merge between secondary file CONTRACT.BP and the primary file INFO.PF. This resulting file will be called INFO.SF.

To create the second macro (called CONTRACT), choose Special/Macro Define, type **contract**, press RETURN, click on the close box, click twice on No (to clear the document window), choose Special/Merge, click on X Execute, type **info.pf**, press RETURN, type **contract.bp**, press RETURN, and press Special/Merge/End of Record (to end the merge). The macro CONTRACT initiates the merge between the files CONTRACT.BP and INFO.PF.

```
^OType ordinal date (1st, 2nd, etc.).^O^C^V^R^V
^OType month and year.^O^C^V^R^V
^OType author's fill name.^O^C^V^R^V
^OSelect 1 Manuscript; 2 Software.^O^F^C^V^R^V
^OType title of work.^O^C^V^R^V
^OType # of words, pages, or disks.^O^C^V^R^V
^OSelect 3 words; 4 book pages; 5 disks.^O^F^C^V^R^V
^OType due date of work.^O^C^V^R^V
^OType first royalty percentage.^O^C^V^R^V
^OType number of copies.^O^C^V^R^V
^OType second royalty percentage.^O^C^V^R^V
^OType number of copies.^O^C^V^R^V
^OType third royalty percentage.^O^C^V^R^V
^OType number of copies.^O^C^V^R^V
^OType name of company official.^O^C^V^R^V
^GDoContr^G
```

Figure 23.6 The primary file (INFO.PF), containing the screen prompts and menus for selecting information for a contract. This file will be merged with CONTRACT.BP to form INFO.SF.

OCEAN BREEZE PRESS

A Publication Agreement

Publishing agreement made this ^F1^ day of ^F2^, between ^F3^ (hereafter called author) and Ocean Breeze Press (hereafter called publisher).

The author and publisher mutually agree as follows:

1. The author has or will prepare the ^F4^ tentatively entitled ^F5^.

2. The above work will consist of approximately ^F6^ ^F7^ in length.

3. The author has delivered or will deliver the above work to the publisher on or before ^F8^.

4. The publisher will pay to the author the following royalty: ^F9^% for the first ^F10^ copies sold, ^F11^% for the next ^F12^ copies sold, and ^F13^% for all copies sold in excess of ^F14^ copies.

In witness whereof, the publisher and the author have duly executed this publishing agreement on the day and year first above written.

Publisher: Ocean Breeze Press

by _____
^F15^

Author: _____
^F3^

^U^Q

Figure 23.7 The contract outline (CONTRACT.PF). This file will receive information from INFO.SF to create the completed contract.

SELF-TEST

1. To terminate (abort) a merge, press _____.

2. Match the merge code at left with the function at right:

^C _____	A. Executes macro
^U _____	B. Inserts date
^G _____	C. Rewrites screen
^Q _____	D. Waits for keyboard input
^V _____	E. Transfers merge code
^D _____	F. Quits the merge

3. In the automated letter system (and in the automated contract system), you created _____ primary files, _____ secondary files, and _____ macros.

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Appendix A

GETTING HELP WHEN YOU HAVE PROBLEMS

Computers can be frustrating. Every computer user—beginner and expert alike—needs help in solving problems. The first part of this appendix lists some of your main sources of help, and the last part explains the solutions to some of the most common problems encountered by new WordPerfect users.

Your Computer Dealer

Your hardware and software dealers should back their products. If you have problems getting your equipment and programs to work properly, consult the retailer who sold them to you.

Realistically, however, few dealers can give the type or amount of help you need. Most people have to rely on other sources of help after the initial warranty period.

Computer Clubs and Users' Groups

Many universities, colleges, large businesses, and communities have an Apple users' group and other computer clubs. Members of these groups are unlimited sources of help in solving tough problems and getting advice. Call the Computer Services, the Computer Science, or the Information Management department at your local university for information on users' groups.

Apple Computer provides a toll-free number (1-800-5380-9696) that you can call to get information about Apple Users' Groups in your area.

The WordPerfect Support Group

The WordPerfect Support Group is an independent users' group, not affiliated with WordPerfect Corporation, designed to help support users of the WordPerfect word processor and other WordPerfect Corporation software. *The WordPerfectionist*, the newsletter of the support group, provides tips, techniques, instructions, and examples on a wide range of technical subjects. Be aware, however, the main audience of the support group is IBM and IBM-compatible users, not Apple IIGS owners.

Write WordPerfect Support Group, 2812 St. Paul Street, Baltimore, MD 21218, or phone 1-301-889-7894.

Friends and Fellow Workers

Don't be afraid to ask questions of friends and fellow workers. They may be willing to answer questions on the telephone or even come to your house and give some hands-on help.

Computer Camps and Workshops

Attending a computer camp or a computer workshop is a good way to learn about computers and get to know others with problems similar to yours. Computer instructors are often willing to give you personal help with your applications.

The WordPerfect User's Manual

Your WordPerfect User's Manual is actually the best source for answers to most of your questions. Even if you think you "don't understand technical manuals," you may find that carefully reading and following the examples in this manual will help you considerably.

The WordPerfect Apple/Help Menu

If you have a question about a function, or you don't know what function to use for a particular need, choose Apple/Help (by moving the mouse pointer to the apple symbol in the upper left corner of the screen, holding down the mouse button, moving the mouse down until the pointer is on Help, and letting up on the button). Use the mouse or the UP or DOWN ARROWS to select a WordPerfect feature and then press / or ? to display a screen explaining the feature.

The WordPerfect Quick Reference Card

The Quick Reference card contains a list of all the WordPerfect commands and (where applicable) their predefined keyboard equivalents. Keep the card near your computer at all times. When you have a question about a feature, hold down the CONTROL key and press the first letter of the feature about which you have a question; if necessary, press the DOWN ARROW key to move the indicator to the desired feature and press ?. WordPerfect explains the feature.

WordPerfect Technical Support

WordPerfect Corporation is the best in the business for supporting customers. If you have read your user's manual and have worked through the lessons but still have questions on a particular subject, write or call WordPerfect Technical Support, 1555 Technology Way, Orem, UT 84057. Phone toll-free 1-800-321-5906; within the state of Utah (or anywhere else that does not handle the toll-free number), phone 1-801-227-6800.

We suggest that you have your software license number available when you call (although the WordPerfect technical consultants do not usually ask for it). You should be sitting at your computer with WordPerfect on the screen when you make the call.

Running WordPerfect on an Apple IIGS with Older ROMs

If you purchased your Apple IIGS system near or prior to September 1987, you may have the old ROMs (Read-Only Memory chips). Apple IIGS systems with the first three digits of their serial numbers between 705 and 724 have the old ROMS. WordPerfect (as shipped from the publisher) will not run with these old ROMs, since they have several known bugs. You should immediately order the ROM upgrade from your computer dealer. (If your serial number is 704 or less, you must also order the new set of VGS; your dealer will know what this means.) The upgrade is free, and if the dealer has the ROM set on hand, the ROMs can be installed within a day or two.

If the dealer doesn't have the ROMs on hand, you may wish to modify WordPerfect to work with the earlier ROMs. To make the modifications, you need the following:

- Your /WordPerfect.Wrk disk prepared in Chapter 3, "Setting Up WordPerfect." *Do not use your original WordPerfect disk.*
- A disk editor (zap program) that represents file contents in hexadecimal code (such as *Bag of Tricks 2* from Quality Software, 21601 Marilla Street, Chatsworth, CA 91311). If you don't have a zap program, talk to a computer friend, a member of your Apple Users' Group, or your computer dealer.

With the above items on hand, follow these steps:

Step 1. Boot your Apple IIGS and run your text editor program.

If you have questions about the operation of the text editor, consult its user's manual or talk to someone who knows how to use it.

Step 2. Load the file WP.SYS16 from the /WordPerfect.Wrk disk into your text editor.

Step 3. Search for the word **MacroA** or the equivalent hexadecimal string **4D 61 63 72 6F 41**, which is imbedded in the WordPerfect program file.

The hexadecimal byte values and equivalent ASCII codes in the file at this location are as follows:

```
4D 61 63 72 6F 41 OD OC 00
01 00 01 02 02 00 00 02 03 00 00 02 04 00 02 02
05 00 02 02 06 00 01 02 03 00 01 02 0f 00 00 02
10 00 02 02 14 00 00 02 15 00 00 02 16 00 12 01
FF FF
```

Don't worry if your version of WordPerfect is slightly different. For example, the last two bytes on the top line are currently **OC OO**, but they may be **OD 00**, **OE 00**, or some other hexadecimal values in your version. Furthermore, the section that begins on the second line and ends just before the two-byte sequence **FF FF** (end markers) may be different and/or longer.

Notice that, in the section of bytes between the first line and the end markers **FF FF**, every other two-byte sequence is underlined. These underlined bytes must be changed to zero.

Step 4. Now change every other two-byte sequence to zero, so that the code has the following sequence:

4D 61 63 72 6F 41 OD OC 00
01 00 00 00 02 00 00 00 03 00 00 00 04 00 00 00
05 00 00 00 06 00 00 00 03 00 00 00 0f 00 00 00
10 00 00 00 14 00 00 00 15 00 00 00 16 00 00 00
FF FF

Note: Even though the sequence of bytes in your version of WordPerfect is different, you may follow this pattern to modify the file.

If you have further problems, call WordPerfect Support for help.

Solving System Errors

Because of certain hardware or software incompatibilities, you may get a "System Error" message while running WordPerfect. System errors cause the computer to "hang," and you must turn off or reboot the computer to get it to work again. Here are two system errors occasionally encountered by WordPerfect users:

- **MISSING OR INCOMPATIBLE TOOL**. If you encounter this problem, you probably need the new set of ROMs, as explained above. The problem could also be that you are using outdated system tools (part of Apple ProDOS). To solve the latter problem, use the ProDOS version supplied on the /WordPerfect or /Utilities disks. Copy the System folder from one of these disks onto your boot disk.
- **BAD OS VERSION**. This means that you have the wrong version of ProDOS. Again, you should copy the System folder from the /WordPerfect or /Utilities disk onto your boot disk.

Running WordPerfect on Two Different Apple IIGS Systems

If you run your WordPerfect on two different Apple IIGS systems, you can encounter many problems because the default disk drives and default printer definitions may be different.

To avoid difficulty, always install WordPerfect separately (following the steps in Chapter 3, "Setting Up WordPerfect") on each computer system, using separate /WordPerfect.Wrk disks.

Problems Using Cut-and-Paste with Clipboard

If you have a desk accessory that uses the clipboard for transferring text from one document to another, you may encounter a problem: Whenever you perform a cut or copy operation in WordPerfect, the file WP.BLK.TMP is created on the disk. This file is then retrieved whenever you perform a paste operation in WordPerfect. If you try to paste text that was created in a desk accessory and saved to the clipboard, the paste will fail, since WordPerfect will retrieve WP.BLK.TMP instead of the text on the clipboard. To solve the problem, simply locate WP.BLK.TMP in prefix 3/ (or possibly prefix 1/) and delete it using File Management. From then on, the cut-and-paste operation between the desk accessory and WordPerfect will work properly, since WordPerfect will not find WP.BLK.TMP and will use the clipboard instead.

Problems with Minimum and Maximum RAM Disk Sizes

Earlier versions of ProDOS (and the old ROMS) had bugs that would occur only if the minimum and maximum RAM disk sizes were different. If your WordPerfect is behaving strangely, go into the Control Panel (by pressing APPLE-CONTROL-ESCAPE) and make sure the minimum and maximum RAM disk sizes are the same. See Appendix B, "Customizing WordPerfect," for information on creating a RAM disk.

Slow Operation Due to Peculiarities of ProDOS

Because of peculiarities of ProDOS, WordPerfect on a single-drive system is much slower than WordPerfect on a two-drive system. You are strongly encouraged to upgrade your system to two drives if you do a significant amount of word processing.

Furthermore, even with a two-drive system, if you boot WordPerfect with your second drive empty, WordPerfect may assume that you have only one drive. This will also slow the operation of WordPerfect. You should *always boot WordPerfect with a disk in each of your disk drives*, unless one of the drives is a hard drive. (The deterioration in the operating speed of WordPerfect never occurs if you have a hard drive).

Appendix B

CUSTOMIZING WORDPERFECT

Chapter 3, "Setting Up WordPerfect," contains the information needed to get going with WordPerfect. This appendix will help you set up WordPerfect for your particular needs and wants.

Changing the Defaults

The default settings on your original /WordPerfect disk are acceptable in most cases. You may have some personal preferences, however, which warrant changing the defaults. For example, most users find that a darker blue background for the document windows makes reading text easier. If you want most of your documents to have right justification, elite type, and page numbering, then you should change the WordPerfect defaults for these features. You should define new keyboard equivalents for WordPerfect commands; for example, if you use the Merge feature, you should set Merge ^R to OPTION-**R** and Merge ^E to OPTION-**E** (see Chapter 21).

Here's how to make changes in any of the many default settings:

Step 1. Boot your /WordPerfect.Wrk disk (prepared in Chapter 3; do *not* use the original /WordPerfect disk).

Step 2. Assign keyboard equivalents (see the section "Assigning Keyboard Equivalents" below), adjust margins (choose Line/Margins), set the desired justification (choose Print/Right Justify), alter tab stops (choose Line/Tab Set), modify the page length (choose Page/Page Length), or make any other formatting change you desire.

The settings and alterations you make in this step will become the defaults when you start WordPerfect from now on.

Step 3. Choose File/Defaults.

WordPerfect displays the Defaults, Save and Restore window.

Step 4. Make sure the boxes next to Formatting Variables and Keyboard Equivalents are both checked and that the box next to Execute STARTMAC is not checked.

Click in the box if you want to change its current status.

Step 5. Make sure the button next to Save current values is filled (and the Restore original values is clear).

Step 6. Click on OK.

Your keyboard equivalents and format settings now become the defaults.

Assigning Keyboard Equivalents

All WordPerfect commands may be executed from the menus (File, Edit, Search, Print, Line, Page, Style, Footnote, and Special) that appear along the top of the screen or from the Apple/Help menu (see Chapter 2, "Introducing the Tools"). Frequently used WordPerfect commands are preassigned keyboard equivalents. For example, Block Cut, Block Copy, Block On/Off, and Block Paste have the keyboard equivalents APPLE-**X**, APPLE-**C**, OPTION-**B**, and APPLE-**V**, respectively; the Bold and Underline commands have the keyboard equivalents APPLE-**B** and APPLE-**U**, respectively; and the File Management command is APPLE-**F** (see the Quick Reference card that accompanies WordPerfect for the Apple IIGS).

But WordPerfect commands that are rarely used by some users are frequently used by others. So WordPerfect provides the powerful capability of assigning (or reassigning) keyboard commands to fit the needs and tastes of any WordPerfect owner.

You can view all the commands and keyboard equivalents by choosing Apple/Help (moving the pointer to the apple in the upper left corner of the screen, holding down the mouse button, dragging the mouse pointer down to the word Help—past About WordPerfect—and letting up on the mouse button.

You can also access the Help menu by holding down the CONTROL key, pressing any letter, and then releasing both keys together. For example, if you press CONTROL-**A**, WordPerfect will display the help menu. If you press CONTROL-**B**, the first item in the help menu will be Beginning of Document, because that is the first command which starts with B. In other words, the letter you press with the CONTROL key signals the section of the help menu that will be displayed on the screen.

Once a portion of the Help menu appears on the screen, you can move to any command in the menu by any of the following methods:

- Click (using the mouse pointer and button) on a command that appears in the Help window.

  The highlight bar moves to the new command.

- Press UP ARROW or DOWN ARROW.

  If the highlight bar is at the top of the window when you press UP ARROW or at the bottom of the window when you press

DOWN ARROW, the menu items currently hidden from view will scroll into the window.

- Click on one of the arrow symbols in the scroll bar on the right edge of the window.
- Drag the scroll box up or down in the scroll bar.

With this background information in mind, follow these steps to assign (or reassign) keyboard equivalents:

Step 1. Choose Apple/Help (or press CONTROL-letter) to display the Help window.

Step 2. Use one of the methods given above to move the highlight bar to the desired command.

Step 3. Press OPTION-letter or APPLE-letter to assign the desired keyboard equivalent.

For example, to assign APPLE-**E** as the keyboard equivalent of Macro Execute, press CONTROL-**M** (to invoke the Help window at the commands beginning with M), press DOWN ARROW to move from Macro Define to Macro Execute, and press APPLE-**E**. Keyboard equivalents using the APPLE key are displayed in the Help window with the apple icon and the letter; keyboard equivalents using the OPTION key are displayed with the letter only (since there is no screen icon for OPTION).

Step 4. If the keyboard equivalent (OPTION-letter or APPLE-letter) is currently in use, WordPerfect asks you
Reassign Existing Function?
after which you should click on OK if you want the keyboard equivalent reassigned to the current (highlighted) command, or click on Cancel if you want to pick another keyboard equivalent (or don't want to use one at all).

Step 5. Press CLEAR (or ESCAPE, or click anywhere on the screen outside the Help window) to close the Help window.

Step 6. If you want the newly assigned keyboard equivalents to become the defaults, choose File/Defaults (to invoke the Defaults, Save and Restore window), make sure the Keyboard Equivalents box is checked, and click on OK.

We recommend that you keep the current (preassigned) keyboard equivalents and add the following:

Command	Keyboard Equivalent
Macro Execute	APPLE-**E**
Save (Document)	OPTION-**D**
Merge ^E	OPTION-**E**
Merge ^R	OPTION-**R**
Tab Align	OPTION-**T**

If you save these or any other keyboard equivalents as defaults, you should you write them on your Quick Reference card in pencil (in case you want to change them later).

Changing Screen Colors

If you have a color monitor, you may want to change the screen default settings from the normal gray characters on a light blue background (with white characters for bold) to some other colors. For example, many people like white characters on a dark blue background to improve readability, with red characters for bold. To change the color default settings, get into WordPerfect (with the normal document on the monitor), and do the following:

Step 1. Choose Special/Colors to get to the color selection window.

Step 2. Click button 4 (BACKGROUND).

Step 3. Click on the down arrow of the scroll bar under B (for blue) to decrease the amount of blue (and essentially increase the amount of black). Click several times until the shade of the screen is set to the desired level. You may wish to adjust the amount of red and green on the screen also. We recommend a zero level for red and green and about a 50 percent level for blue.

Step 4. Click on button 1 (NORMAL) to modify the color of normal text, and then move the scroll tabs to adjust each of the colors.

We recommend 100 percent of all three colors (to produce a bright white).

Step 5. Click on button 2 (BOLD) to modify the bold color, and then move the scroll tabs to adjust each of the colors.

We recommend 100 percent red and zero green and blue.

Step 6. Click on button 3 (INVERSE-BOLD) to modify the inverse-bold color, and then move the scroll tabs to adjust each of the colors.

We recommend zero red and green and 50 percent blue.

Step 7. Click on OK once all the colors are adjusted to your liking.

Step 8. Choose File/Defaults, make sure that the boxes are checked for Formatting Variables and Keyboard Equivalents, but not checked for STARTMAC, and that the Save current values button is *on*; then click on OK.

The new color settings (and all other formatting and keyboard settings) are saved to the disk in the WP.DEFAULTS data file.

Using a RAM Disk to Speed Up WordPerfect

If you have over 512 Kb of memory in your Apple IIGS, you can create a RAM (random-access memory) disk to greatly enhance the operation of WordPerfect. A RAM disk is a region of the computer's on-board memory that acts like a disk drive. The advantage of the RAM drive is that it is much faster than physical drives; the disadvantage is that once the computer is turned off, all information in the RAM drive is lost unless it has been saved to a physical drive.

WordPerfect, however, uses temporary files during its operation. Since you never need to save these files permanently, you can use a RAM disk with the advantage of its greater speed without the fear of losing important data. In this way, a RAM disk will speed up the operation of the following:

- Cut, Copy, and Paste commands.
- Printing.
- Moving through a large document (one that cannot completely reside in memory but part of which must reside on the disk).

You can also speed up Speller and Thesaurus by placing WP.DICTIONARY and WP.THESAURUS in a RAM drive, but the increase in speed may not be worth the extra work of transferring the files.

The following steps explain how to use a RAM disk for WordPerfect's virtual files (those used by a large document that can't all

fit in memory) and other temporary files (those used during cut-and-paste operations and during print operations):

Step 1. Boot the /Utilities.Wrk disk you created in Chapter 3, "Setting Up WordPerfect."

After a few moments the screen will display the ProDOS desktop.

Step 2. Press APPLE-CONTROL-ESC (hold down all three keys at once) to access the Desk Accessories.

Step 3. Press the UP ARROW until the Control Panel is highlighted and press RETURN to access the Control Panel.

Step 4. Press the UP or DOWN ARROW until RAM Disk is highlighted and press RETURN.

Step 5. With the title Minimum RAM Disk Size highlighted, press RIGHT ARROW until the size of the RAM disk is 256 Kb (256K) or more.

The actual size of the RAM disk depends on the amount of memory in your system and your particular needs. We suggest that you provide at least 1536 Kb (1.5 Mb) of memory for your Apple IIGS and that you set the RAM disk size to 512 Kb. However, you should experiment with various RAM disk sizes to find which works best for you. Start with 256 Kb and increase the size as needed. If, while working in WordPerfect, you get "Work Volume Full" errors, your RAM disk is too small. If you are going to copy WP.DICTIONARY and WP.THESAURUS to your RAM disk, you'll need more total RAM and an even bigger RAM disk, since these two files have a combined RAM requirement of 650 Kb. Keep the Minimum and Maximum RAM Disk Sizes at the same value.

Step 6. Press RETURN to save the results, press DOWN ARROW until Quit is highlighted in the Control Panel menu, make sure Quit is highlighted in the Desk Accessories menu, and press RETURN.

You are now back to the ProDOS desktop. The RAM5 icon appears on the desktop. You can now use the RAM disk just like any other disk (the RAM disk is usually assigned to slot 5, hence the name RAM5).

Step 7. Put your /WordPerfect.Wrk disk (prepared in Chapter 3) online and, if necessary, double-click on the /WordPerfect.Wrk icon to open the disk onto the desktop.

Step 8. Delete the file WP.DEFAULTS by clicking on the file icon and dragging the icon into the Trash (usually in the lower right corner of the screen).

The current defaults contain the pathname for the virtual and temporary files. Deleting WP.DEFAULTS forces WordPerfect (when you next run it) to ask where the virtuals are to be stored.

Step 9. If your RAM disk is 512 Kb or larger, copy WP.DICTIONARY to the RAM disk by placing /Word.Lists.Wrk (prepared in Chapter 3) on-line, double-clicking on the /Word.Lists.Wrk icon, and dragging the file WP.DICTIONARY to the /RAM5 icon. After the copying is complete, close the disk window and remove /Word.Lists.Wrk from the desk top (by dragging its icon to the trash can, for example).

Step 10. With the /WordPerfect.Wrk file icons still on the desktop, double-click on the WP.SYS16 icon to run WordPerfect.

WordPerfect displays an input box with the prompt, "Enter a prefix for WordPerfect temporary files . . . ."

Step 11. Type **/RAM5** and press RETURN.

Step 12. Follow the steps given in Chapter 3, "Setting Up WordPerfect," to configure WordPerfect for your printer, and follow the steps given earlier in this appendix for customizing your WordPerfect.

Step 13. After you have selected the desired screen colors, added your own keyboard equivalents, and made any other custom changes to WordPerfect, save the default file by choosing File/Defaults, clicking on the Execute STARTMAC (to turn *off* execution of STARTMAC), making sure the Save current values button is *on*, and clicking on OK.

If you exit WordPerfect without saving the default file (WP.DEFAULTS), you will have to go through steps 10 through 13 again.

If you copy WP.DICTIONARY to /RAM5 (step 9 above) before starting WordPerfect and then want to use the Speller feature from within WordPerfect, choose Special/Speller and, when WordPerfect prompts you to place /Word.Lists on-line, click on Cancel. This forces WordPerfect to look elsewhere (namely /RAM5) for the dictionary file.

Once you take the time to configure your system to use a RAM disk, you will be pleased with the increased speed of WordPerfect.

Problems with WordPerfect

You may have difficulties that are due to limitations or problems with WordPerfect itself. Here are some of the problems (some serious, some trivial) that we hope will be solved in the next version of WordPerfect:

- You can't simply specify margin widths in inches and have WordPerfect automatically take care of all the margins regardless of the pitch or font.
- You can't chain documents while printing. For example, if you have a three-part report, each part of which is located in a separate disk file, you would like WordPerfect to automatically generate consecutive page numbers, headings, etc., throughout the entire report. But WordPerfect doesn't have this capability.
- You can't retrieve a document while automatically clearing the screen document. Currently, you have to close the document, clear the screen, then retrieve the new document. This is cumbersome and hard for beginners to understand. WordPerfect should have two separate commands: Retrieve, which would erase the current document and load the new one into memory; and Append, or Merge, which would load the new document into the old one.
- You can't edit a macro from within WordPerfect. To modify it, you have to redefine it.
- The cursor is sometimes hard to find on the screen. We would like to see a flashing block cursor.
- WordPerfect lacks a function for making marks at key locations in the text to which the user must frequently refer.
- WordPerfect also lacks the built-in commands to delete from the cursor to the *left* edge of the screen and to delete the *remainder* of a word. (Of course you can define a macro to accomplish this and other similar tasks, but these seem to be basic functions that should always be available.)
- WordPerfect isn't totally bug-free (no software of its size and complexity is). On rare occasions, when you try something bizarre, the system will "hang" (fail to respond to keyboard input, requiring you to reboot the system). We have brought the problems we have encountered to the attention of WordPerfect, and the

programmers are making every effort to fix the problems. If you run into a serious problem, call or write WordPerfect to get a corrected (updated) version of WordPerfect for the Apple IIGS.

One of the real strengths of WordPerfect Corporation is its responsiveness to users' suggestions. Version 2.0 is a work of art, primarily because it has addressed the needs of real users and solved real problems that existed in earlier versions. We know that the company will continue to respond to complaints and suggestions by making the next version of WordPerfect for the Apple IIGS even better.

Appendix C

USING YOUR PRINTER

Configuring your computer and software to your printer can be one of the most baffling and upsetting experiences in all of computing. The WordPerfect support line receives more questions on printers than on any other word processing topic. To assure that your printer works with WordPerfect, do the following:

- Configure WordPerfect for your printer by following the steps in "Telling WordPerfect About Your Printer" (Chapter 3, "Setting Up WordPerfect").
- If your printer (or sheet feeder or printer interface card) is not among the 32 listed on the /WordPerfect disk or the other 150 listed on the /Utilities disk, carefully read your printer user's manual to see if the printer is compatible with another brand. For example, many printers emulate Epson or IBM printers even though they are not manufactured by Epson or IBM. If you still can't find a proper printer configuration, write or call WordPerfect Technical Support (the address and phone number are given in Appendix A). WordPerfect personnel may be able to send you a disk containing your printer's specifications.
- If your printer specifications are not on the /WordPerfect or /Utilities disk and WordPerfect doesn't have your printer codes, you may want to try to configure your own printer following the procedure given in the section "WordPerfect Printer Definition Program" below. Be forewarned, however, that defining your printer for WordPerfect is highly technical. Before attempting it, make sure you understand printer and ASCII codes, know how printers and computers communicate with each other, and understand hexadecimal and binary numbers.
- If your printer is the Apple LaserWriter, you have to perform extra steps to make sure everything is configured and initialized properly, as explained in the next section.

Using an Apple LaserWriter with WordPerfect

To interface WordPerfect with an Apple LaserWriter, you should

- Have WordPerfect version 2.1 or later. Verion 2.0 does not support AppleTalk.

- Have a /Wordperfect.Wrk disk (created in Chapter 3, "Setting Up WordPerfect"). Make sure you read Chapter 3 in its entirety before proceeding.
- Have a LaserWriter or LaserWriter Plus.
- Have an AppleTalk System Connector Kit for your LaserWriter and one for your Apple IIGS. See your Apple dealer regarding these items.
- Make sure the System folder of your boot (systems) disk contains an APPLETALK folder and that the folder contains the program CHOOSER.II (and other necessary files). Also make sure the Drivers folder of your boot disk contains the files APPLETALK, LASERWRITER, and LASERPREP. If these files are not on your boot disk, you should copy them from the /Utilities disk supplied with WordPerfect. If the /Utilities disk does not contain them, send your original WordPerfect disks back to WordPerfect and request the most recent versions.
- Make sure your WordPerfect work disk contains the files PSCRIPTS.PS and INITLWRT.PS. If they are not currently on the WordPerfect disk, copy them from the /Utilities disk supplied with WordPerfect.

Now follow these steps:

Step 1. Connect your AppleTalk connector to the printer port on your Apple IIGS, and connect the AppleTalk cable between the IIGS connector and the LaserWriter connector.

Step 2. Turn on your LaserWriter.

Step 3. Boot your Apple IIGS using the system disk that contains the files listed above.

Step 4. Press APPLE-CONTROL-ESCAPE, press the UP ARROW until Control Panel is highlighted, and press RETURN to get into the Control Panel. Press UP ARROW until Slots is highlighted, and then press RETURN. Press UP or DOWN ARROW (if necessary) to highlight Slot 1, and then press RIGHT ARROW to set Slot 1 to Your Card. Press DOWN ARROW until Slot 7 is highlighted, and

then press RIGHT ARROW to set Slot 7 to Built-In AppleTalk. Press RETURN to exit the Slots menu, and then select Quit twice to exit the control panel and return to ProDOS.

Step 5. Run the program CHOOSER.II (found in the AppleTalk folder of your system disk). From within Chooser II, click on LaserWriter, listed in the Devices window.

Step 6. After the name of your LaserWriter (for example, "LaserWriter Plus") appears in the Select a LaserWriter window, click on the printer name.

Chooser II displays a pop-up window and sends a ImageWriter emulator to your LaserWriter. This takes about two minutes.

Step 7. When the pop-up window disappears, quit Chooser II by choosing Quick/Quit (or by pressing APPLE-**Q**).

Step 8. Put your /WordPerfect.Wrk disk (created in Chapter 3) online, open the disk, and execute WP.SYS16.

Step 9. When the blank WordPerfect document window appears, choose Print/Printer Control and click on Select Printers. Using the procedure described in Chapter 3, select one of the LaserWriter printers/fonts (for example, LaserWriter Times Portrait) from the Printer window, and choose AppleTalk network from the Printer Cards. Set the output Slot (in the lower left corner of the screen) to slot 7. After defining your printer(s), exit back to the WordPerfect document window.

Step 10. Choose Print/Insert Printer Command, type **initlwrt.ps** (without pressing RETURN), click on the File of Printer Commands button, and click on OK.

Step 11. Choose Print/Print.

This sends the file INITLWRT.PS to the LaserWriter.

Step 12. Press DELETE to delete the Insert Printer Command [Cmnd] code from the document window.

You can now use WordPerfect for the Apple IIGS in the normal way, except printer output will be sent to the LaserWriter. You do not need to perform all the steps given above every time you want to use your LaserWriter; repeat only steps 2, 3, and 5 through 8. If you print to the LaserWriter from some other application (such as a graphics program), you will also have to repeat steps 10 through 12.

You also may have to make adjustments to your documents for proper formatting on the LaserWriter, since most of the laser fonts use proportional spacing. You should follow the instructions in Chapter 3 to print the test files PRINTER.TEST and FONT.TEST, and then set the font/pitch and margins to obtain the desired format.

Printer Problems

Even after configuring WordPerfect to your printer, you may still have problems. Carefully go through the ten items in the "Printer Check List" given in Chapter 7, and read the appendix "Printer Troubleshooting" in your WordPerfect user's manual, before giving up on your printer. If it still doesn't work, you should contact your dealer or the printer manufacturer.

Testing Your Printer

WordPerfect provides two printer test files to help you understand the capabilities and limitations of your computer. You should print each of them by following these steps:

Step 1. From within WordPerfect, choose File/File Management.

WordPerfect displays the File Management screen, which includes a listing of the files on the current (default) disk and a selection of options for managing and manipulating disk files.

Step 2. If the Path disk name listed near the upper left corner of the screen is not /WORDPERFECT.WRK (which you prepared in Chapter 3), make sure /WordPerfect.Wrk is on-line, and then click on the disk icon (to the left of "Prefix") one or more times until the path is /WordPerfect.Wrk.

Step 3. Select PRINTER.TEST by moving the highlight bar with the down arrow on the scroll bar.

Step 4. With PRINTER.TEST selected, click on Print (one of the option buttons at the bottom of the screen).

WordPerfect automatically exits the File Management screen and, after a few moments (to read from and write to the disk), outputs the printer test file to the printer.

Step 5. Now choose File/File Management again, select FONT.TEST from the list of filenames, and click on Print.

Again WordPerfect exits File Management and outputs the selected file to the printer.

After printing these test files, you may find certain limitations to your printer. For example, some printers can't do superscripts or subscripts; others can't do proportional spacing.

With some dot matrix printers, when you change the pitch you also must change the font. For example, a pitch of 5 characters per inch may require that you select font 4 or 5 by choosing Style/Font and Pitch and typing the desired font and pitch. You will see whether your printer supports font changes when you print the file PRINTER.TEST.

WordPerfect Printer Definition Program

If you feel confident about your knowledge of printer/computer communication and decide to configure your own printer, you will need the following items:

- The /Utilities.Wrk disk prepared in Chapter 3. Do not use your original /Utilities disk!
- Your printer user's manual.

  If you need to configure a sheet feeder or printer interface card, you also need the user's manuals for these items.
- A list of the decimal equivalents ASCII codes (American Standard Code for Information Interchange). Many printer manuals contain such a list, or you can use the one in Figure 15.1 (see Chapter 15, "Printing a Report").

Now do the following:

Step 1. Boot the /Utilities.Wrk disk.

Place the /Utilities.Wrk disk in your 3½-inch disk drive and turn on your computer.

Step 2. Double-click on the /Utilities.Wrk disk icon.

The UTILITIES.WRK window opens onto the screen.

Step 3. Double-click on the icon for PRINTER.SYSTEM.

You may need to click on the scroll bar arrows to move the PRINTER.SYSTEM icon into view.

After a few moments, the PRINTER.SYSTEM main menu appears on the screen, with the following options:

- Option 1. General Information and Help.

  You should press **1** at this point and read through all the general information, which explains how to configure your printer to get the most from special characters and fonts.

- Option 2. Explanation of Special Codes Used in This Program.

  You should also look through the screens of information explaining the meanings of the special printer codes used in the printer definition program.

- Option 3. Printer Definitions (Examine, Change).

  Use this option to examine, edit, or create printer definitions for your printer. The definitions consist of the codes that the printer requires to do such things as underline, bold, right justify, do subscripts, do superscripts, and change the pitch and font. Your printer manual contains these codes.

- Option 4. Character Table (Examine, Change).

  Use this option to examine, edit, or create a character table. The character table also contains a list of character widths and adjustment factors used for proportional spacing.

- Option 5. Sheet Feeder Definitions (Examine, Change).

  Use this option to examine, edit, or create definitions for your sheet feeder (a special attachment to some printers that automatically feeds sheets one at a time). Your sheet feeder user's manual contains the necessary codes.

- Option 6. Printer Card Definitions (Examine, Change).

  Use this option to examine, edit, or create definitions for your printer interface card (if it is not found among those already defined by WordPerfect). Your interface card user's manual contains the necessary codes.

- Option 0. Quit.

  When you have completed the printer definition, select this option to exit PRINTER.SYSTEM and return to the ProDOS desktop.

Now you know the basics involved in defining a printer for WordPerfect. A more detailed explanation of printer definition is beyond the scope of this book. If you have further questions, read Appendix A, "Getting Help When You Have Problems."

Appendix D

ANSWERS TO SELF-TESTS

CHAPTER 2 Introducing the Tools

1. window
2. mouse, keyboard
3. normal, special, number pad
4. CONTROL-letter from the keyboard, Apple/Help with the mouse.

CHAPTER 3 Setting Up WordPerfect

1. Quick Reference Card
2. /WordPerfect, /Utilities, and /Word.Lists
3. felt-tip
4. master (or system), slave (or data)
5. /WordPerfect.Wrk

CHAPTER 4 Drafting a Letter

1. status line
2. wrap around, paragraph
3. Yes: saves the document to disk, then asks if you want to exit the document (or exit WordPerfect). No: doesn't save the document, but asks if you want to exit. Cancel: cancels the command and returns you to your document.
4. No: returns you to a clear document window. Yes: quits WordPerfect. Cancel: returns you to the document window as it was before you invoked the quit (or close) command.

CHAPTER 5 Editing a Letter

1. copy
2. LEFT ARROW (and number pad 4) or RIGHT ARROW (and number pad 6);
   OPTION-LEFT ARROW or OPTION-RIGHT ARROW;
   UP ARROW (or number pad 8) and DOWN ARROW (or number pad 2);
   HOME, HOME, UP ARROW or HOME, HOME, DOWN ARROW
3. left

4. period (.) on the number pad
5. Insert mode adds text in front of the existing text and slides the existing text to the right; Typeover mode replaces existing text with new text.

CHAPTER 6 Formatting a Letter

1. vertically; horizontally
2. Line/Flush Right
3. doesn't
4. 10, 10, 74

CHAPTER 7 Printing a Letter

1. fanfold (continuous) and single sheets (handfed or sheet-fed)
2. printer number, number of copies, and binding width
3. "Go" (Resume Printing)
4. advance the paper in your printer

CHAPTER 8 Managing Your Disks

1. Professional Disk Operating System
2. formatting (or initializing)
3. 1. Put the /Utilities.Wrk disk in a disk drive to display the ProDOS desktop; 2. Eject the /Utilities.Wrk disk from the disk drive; 3. Insert the original disk in the disk drive, then eject it; 4. Insert the backup disk into the disk drive; 5. Drag the icon for the original disk onto the icon for the backup, then click on OK.
4. 25 double-spaced

CHAPTER 9 Managing Your Files

1. Illegal, legal, legal, illegal, illegal, illegal
2. 20 minutes
3. no, no, no, yes, yes, yes, yes
4. 1. Choose File/File Management; 2. Click on create; 3. Place the data disk on-line (if necessary); 4. Type the complete pathname of the new folder and press RETURN.

CHAPTER 10 Showing the Codes

1. e, d, a, c, b
2. OPTION-S
3. DELETE and DELETE RIGHT

CHAPTER 11 Cut-and-Paste and Block Operation

1. 1. Select a portion of the text to move; 2. Cut the selected text; 3. Paste the selected text back into the document at the new location.
2. Edit/Case Convert
3. C

CHAPTER 12 Drafting a Report

1. True
2. 54
3. APPLE-RIGHT ARROW
4. OPTION-TAB
5. ESCAPE, CLEAR

CHAPTER 13 Editing a Report

1. widow, orphan
2. conditional end of page
3. end of the line
4. Search/Search, Help

CHAPTER 14 Formatting a Report

1. D
2. 10, 42, 74
3. Page/Page Number Position
4. B
5. 1. Choose Page/Headers and Footers; 2. Click on (3) Footer A; 3. Click on (3) Odd Pages; 4. Type the Footer, then click on the close box; 5. Move to the beginning of the codes, then choose Page/Suppress Page Format and click on the Turn off Footer A box.

CHAPTER 15 Printing a Report

1. C
2. B and C
3. A and C
4. odd, even

CHAPTER 16 Speller and Thesaurus

1. hyphen (-); an equal sign (=)
2. A
3. Skip
4. headword

CHAPTER 17 Footnotes and Endnotes

1. Create: makes a new footnote; Edit: modifies an existing footnote; Options: specifies the position, type, and spacing of the footnote; Renumber: starts a footnote at a new number; Endnote Create: makes a new endnote; Endnote Edit: modifies an existing endnote.
2. 1. Choose Footnote/Options; 2. Click on (6) Note Style; 3. Type left parenthesis; 4. Press CONTROL-**F**, then press DOWN ARROW to move to Footnote Create and press ENTER; 5. Type right parenthesis and click on OK twice.
3. 1. Choose Footnote/Options; 2. Click on (1) Footnote-Text Separation; 3. Click on "line across page" button; 4. Click on OK twice.

CHAPTER 18 Creating Tables and Formulas

1. overstrike method and half-line (space-fill) method
2. OPTION-UP ARROW, OPTION-DOWN ARROW, APPLE-**O**

CHAPTER 19 Multiple Documents and Windows

1. 1. Choosing File/Switch Documents, type the document number and press RETURN; 2. Clicking on any part of the inactive window
2. 1. Drag on the size box until Document 1 covers only the top half of the screen; 2. Choose File/Switch Documents, type **2**, and press RETURN; 3. Resize Document 2 to cover the upper half of the screen; 4. Drag Document 2 to the lower half of the screen.
3. Document assembly refers to individualizing standard letters by using pre-written sentences and paragraphs. The procedure is faster and more accurate than typing a new letter each time.

CHAPTER 20 Macros

1. A macro is a series of commands executed with just a few keystrokes.
2. D, A, C, B
3. 1. Choose Special/Macro Define; 2. Name the macro; 3. Press OPTION-**B**, OPTION-RIGHT ARROW, LEFT ARROW, APPLE-**U**; 4. Choose Special/Macro Define

CHAPTER 21 Merges: Address Labels

1. primary, secondary
2. 25
3. 1, 2

CHAPTER 22 Generating Form Letters

1. primary file; secondary file
2. ^T
3. to prevent a hard page and paper advance between records

CHAPTER 23 Automating Letters and Contracts

1. ^E
2. D, C, A, F, E, B
3. 2, 2, 2

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